



# **JRMC** **School of Nursing**

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## **CATALOG**

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**January 2021**

*JRMC SCHOOL OF NURSING  
1600 West 40th, Pine Bluff, AR 71603  
Revised: December 30, 2020*

**JRMC**

*Where Care Comes to Life*

**JEFFERSON REGIONAL MEDICAL CENTER  
SCHOOL OF NURSING**

1600 West 40<sup>th</sup> Avenue  
Pine Bluff, AR 71603  
Phone: 870-541-7858  
[www.jrmc.org/schoolofnursing](http://www.jrmc.org/schoolofnursing)

**Associate of Applied Science in Nursing  
Degree Program**

**Operated By:**

Jefferson Regional Medical Center  
1600 West 40<sup>th</sup> Avenue  
Pine Bluff, AR 71603  
Phone: 870-541-7100  
[www.jrmc.org](http://www.jrmc.org)

**Legal Approval By:**

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**Certified By:**

Arkansas Department of Higher Education  
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Little Rock, AR 72201  
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**Institutional Accreditation By:**

Accrediting Bureau of Health Education Schools (ABHES)  
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[www.abhes.org](http://www.abhes.org)

**Member of:**

National League for Nursing  
American Hospital Association  
Organization for Associate Degree Nursing (OADN)

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## Affiliation

<b>AFFILIATION</b>	
Southeast Arkansas College (SEARK) 1900 Hazel St. Pine Bluff, Arkansas	
<b>RESOURCE CENTERS</b>	
Jefferson Regional Medical Center Affiliate Clinics 1600 W. 40 <sup>th</sup> Pine Bluff, Arkansas 71603	Hope Resource Center 3905 S. Hazel Street Pine Bluff, Arkansas 71603
Area Agency on Aging of Southeast Arkansas, Inc. 709 E 8th Pine Bluff, Arkansas 71603	Hospice Home Care 3063 W 28th Pine Bluff, Arkansas 71603
Arkansas Pediatric Facility 4100 Heritage Drive North Little Rock, Arkansas 72116	Jefferson Comprehensive Care 1101 S. Tennessee St. Pine Bluff, Arkansas 71603
Arkansas Children's Hospital 1 Children's Way Little Rock, Arkansas 72202	Jefferson County Health Department 2306 Rike Dr Pine Bluff, Arkansas 71603
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CASA 1113 S State Street Pine Bluff, Arkansas 71601	Mainline Health 110 N. Drew Street Star City, Arkansas 71667
Fresenius Medical Care 2910 Market St Pine Bluff, Arkansas 71603	Southeast Arkansas Behavioral Healthcare System & Socialization Center 2500 Rike Drive Pine Bluff, Arkansas 71603
White Hall Food Pantry 101 Parkway White Hall, AR 71602	

## Director's Message

Any program in nursing education, however well-conceived and executed, must ultimately be judged by the performance of its graduates.

As you assess the merits of a school of nursing, the methods in which it performs its educational tasks are vital. Remember, however, that the key to high level performance is learner motivation.

A conscious desire to make your life meaningful to others, to see people as individuals, to be concerned for their well-being and to feel a real sense of personal fulfillment in meeting human needs – these are the foundation, cornerstone, and superstructure of success and lasting satisfaction in the nursing profession.

If you know that nursing is your goal, I believe you will be more than pleased with the quality of your preparation and experience in the JRMC School of Nursing. When you have read carefully what follows, come and visit with us, bring your questions and let's talk about your career.

Michelle Newton, MSN, RN  
Director  
JRMC School of Nursing

## General Information

### Jefferson Regional Medical Center Where Care Comes to Life

Licensed for 300 beds, JRMC serves more than 280,000 residents in 11 Arkansas counties. Our physicians, health care professionals and care team members work together to provide Pine Bluff and South Arkansas families in 11 counties with the best medical care available anywhere. State-of-the-art treatment and facilities are available for almost any type of illness or injury.

A not-for-profit community hospital, JRMC provides inpatient and outpatient services. JRMC is licensed by the Arkansas State Health Department.

From rehabilitation therapy to cancer treatment to orthopedic surgery to women's services and urology, JRMC offers residents a local alternative for world class medical care.

## Philosophy

Jefferson Regional Medical Center is committed to providing quality health services in a caring environment. This commitment places the fulfillment of our patients' physical, emotional, and spiritual needs at the pinnacle of our mission. This is the basic philosophy upon which Jefferson Regional Medical Center was founded and will operate in the future.

## Relate

Are you using your RELATE training? Sometimes it is easy to forget what RELATE stands for, but we always need to provide excellent communication at JRMC. Think about what you say and how you say it. Good communication helps your co-workers, our patients and their families. Every person, Every Time, Always. It never hurts to review the steps.

- Reassure
- Explain
- Listen
- Answer
- Take Action
- Express Appreciation

## JRMC Values

Jefferson Regional Medical Center, as a community-owned, not-for-profit health care provider, is guided by a core set of values known as “CARES” which provides direction to the organization in achieving our mission. These values are as follows:

**Compassion** – We show concern and understanding for others 24/7

**Accountability** – We conduct our daily activities with reliability

**Respect** – We show consideration, fairness and dignity to others

**Excellence** – We perform at a level that meets or exceeds expectations

**Safety** – We strive for zero harm for our patients and fellow employees

## Mission Statement

Improving health through excellence and compassion.

## Vision Statement

To be the healthcare provider and employer of choice for Southeast Arkansas.

## Dedication to Teamwork

Jefferson Regional Medical Center is committed to providing health care of measurable quality to meet the physical, emotional and spiritual needs of our patients in a caring, cost-efficient environment. We achieve that goal by encouraging physician, employee and volunteer teamwork, and to providing community-based educational programs which promote the good health of the individuals and industries we serve.

**Teamwork**

**Cost Efficiency**

**Responsive Service**

**Measurable Quality**

# JRMC School of Nursing

## History and Overview

In mid-1980, the severe shortage of registered nurses in Arkansas prompted the Administration of Jefferson Regional Medical Center to begin plans for development of a diploma school centered at the hospital. On January 14, 1981, the Arkansas State Board of Nursing approved the creation of a diploma school at Jefferson Regional Medical Center at Pine Bluff. The JRMC School of Nursing was granted initial approval by the Arkansas State Board of Nursing on April 15, 1981.

The first class began in August, 1981, with forty (40) students. Classes were held in Classrooms A&B, Henslee Conference Center, Merritt Chapel, or where-ever space was available. The faculty and staff were moved from place to place in the hospital as renovations were being completed. In May, 1983, the school was relocated in remodeled facilities on the First Southeast wing of the hospital.

The Arkansas State Board of Nursing granted final approval to the School in November, 1983. The first class graduated December 6, 1983, with twenty-four (24) graduates. The commencement was held at First Presbyterian Church in Pine Bluff with Governor Bill Clinton as the speaker. In February, 1984, twenty-three (23) graduates took the Nursing Council Licensure Examination for Registered Nurses (NCLEX-RN) in Little Rock, Arkansas. Twenty-three (23) graduates passed the NCLEX-RN and qualified as registered nurses. Eighteen (18) of the new graduates were employed at J.R.M.C. or local institutions.

In December, 1985, JRMC School of Nursing was accredited by the National League for Nursing for eight years and remains a member of the Council of Diploma Programs of the National League for Nursing. The School is also a member of the American Hospital Association Assembly of Hospital Schools of Nursing.

Wanda Theus, Jerry Bradshaw and Mary Snavely as Curriculum Director were instrumental in developing the curriculum for the program. Further development of the curriculum continued with Mrs. Snavely as the Director, Jessie Clemmons as Level I Coordinator, Kathy Fox, Erma McNeill, Jerry Weaver, and Genyce Pumphrey as Instructors, and Inez Boas as Clinical Instructor. In June, 1983, Mrs. Snavely resigned as Director and was replaced by Ida Gaskill. By this time, the number of faculty members had increased to nine. In July, 1988 Ida Gaskill resigned as Director and was replaced by Jessie M. Clemmons, who served in that capacity until her retirement in April, 2006.

In October, 1992, the graduates organized the JRMC School of Nursing Alumni Association to promote interest in the School of Nursing, cooperate with other professionals for the advancement of nursing as a profession, provide fellowship among the graduates of the school, and to provide a scholarship for a needy, deserving student. The following officers were elected at the second meeting: President, Rebecca Rawls '90; Vice President, Lynn P. Carter '85; Secretary/Treasurer, Sharon Cyrus '83, and the Board of Directors were Amy Vinson '90, Debbie Francis '92, Bonnie Holcomb '91, Sue Kelley '88 and Joyce Grant –Scott (former Faculty member).

In September, 1993, the School of Nursing was relocated in the Wilbur West Health, Education and Wellness Complex which is adjacent to the Medical Center. These buildings were a part of the old Dial Junior High School Complex which was renovated to meet the school's need for increased classroom space and increased faculty space.

In October, 1993, the National League for Nursing conducted a four-day accreditation site visit. The site visitors were Margaret A. Judge, MS, RN, Vice President Nursing Education, Lancaster General Hospital School of Nursing, Lancaster, PA and Judith Vallery, MSE, RN, Assistant Director, School of Nursing, Baptist Memorial Hospital System, San Antonio, TX.

On May 9, 1994, the National League for Nursing granted continued accreditation to the JRMC School of Nursing for eight more years, which is the maximum amount of time that can be granted to a program.

On September 28, 1994, the School of Nursing was surveyed by Faith Fields, Director of Nursing Education Programs for Arkansas State Board of Nursing. On November 10, 1994 and again in September, 1999, the Arkansas State Board of Nursing granted continued full approval to the JRMC School of Nursing for five years.

In March 2002, the Accrediting Commission for Education in Nursing conducted a three-day accreditation site visit. The site visitors were Elizabeth Clarke, MSN, RN, Director of Methodist School of Nursing, Memphis, Tennessee and Patricia Gerlando, MSN, RN, Assistant Director, Trinity Health System School of Nursing, Steubenville, Ohio.

On July 29, 2002, the ACEN granted continued accreditation to the JRMC School of Nursing. The next evaluation visit was scheduled for Fall 2007.

On May 20, 2004, the School of Nursing relocated to an existing building, located at 4000 South Hickory, which is west of Jefferson Regional Medical Center (JRMC). The building was expanded and remodeled in 2007-2008, and now houses a “Smart Classroom” and simulation lab. As Jefferson Hospital became known as Jefferson Regional Medical Center (JRMC), the School is now known as JRMC School of Nursing. Michelle Newton is the current Director.

On February 24, 2006, Jessie Clemmons retired after thirty-nine years in nursing and twenty-five years as an instructor, coordinator, and then Director of the School of Nursing. Carolyn Dobbins was named Program Director. Kathy Pierce served as Director of Education and Patient Safety Officer. Plans for future expansion included enlarged classroom space, a computer lab, media room, and enlarged skills lab with an expected completion date of November 2007.

Following a November 2007 survey by the ACEN, the school was granted a full eight year accreditation with no deficiencies.

On May 1<sup>st</sup>, 2008, Carolyn Dobbins retired as Program Director of the school and Kathy Pierce was named Director of the School of Nursing.

In October of 2008 the Arkansas State Board of Nursing granted continued full approval to the school for five years. Due to the schools’ consistently high pass rate on the NCLEX exam, only the submission of supportive documentation was required by ASBN for the approval process, rather than having an on-site visit.

In addition to the expansion of JRMC School of Nursing’s existing building, learning has been enhanced by one million dollars’ worth of equipment received from a HRSA grant. On April 1, 2008, funds were available to purchase a high technological A/V system which provides connectivity within the skills laboratory, throughout the nursing school building, as well as linking the school with outside facilities. Computers for students and high fidelity learning simulators were also purchased in addition to furnishing

the skills laboratory with a myriad of patient care equipment. This wonderful state of the art equipment provides a learning environment which best meets the learning needs of today's nursing students.

According to the present director, Michelle Newton, the School of Nursing has had a total of 1204 graduates since the opening of that program. The graduates are working in a large variety of health care facilities such as hospitals, nursing homes, physician offices, health clinics, health departments, and department of corrections in Arkansas and throughout the United States.

In the spring of 2013 JRMC School of Nursing made the decision to begin the application process for transitioning the diploma program to an Associate of Applied Science in Nursing Program. The school applied for and received Institutional Accreditation by the Accrediting Bureau for Health Education Schools (ABHES) on January 23, 2014. In addition, the Arkansas Department of Higher Education granted the school certification to implement an Associate of Applied Science in Nursing degree program. Approval was also obtained from the Arkansas State Board of Nursing to transition the current diploma program to the Associate of Applied Science in Nursing degree program. The school will begin recruitment for the Associate of Applied Science in Nursing degree program once the program receives accreditation by ABHES.

The goal is to "teach out" the current diploma students in 2015, while admitting the first class of students into the Associate of Applied Science in Nursing degree program.

JRMC School of Nursing serves as a community resource which promotes nursing education and strives to enhance community health care. It also provides the opportunity for health care personnel and individuals from other disciplines to achieve their career goals.

The JRMC School of Nursing offers to qualified men and women of all ages an educational program designed to prepare them to serve the health care needs of the community and to contribute to the maintenance of high standards of health care.

The Curriculum of JRMC School of Nursing is designed to offer a seventeen-month program of study leading to an Associate of Applied Science in Nursing degree program. Students admitted into the nursing-core portion of the program will have completed 24 hours of required general education course work with a grade of "C" prior to beginning the nursing courses. The nursing core is completed in seventeen months and extends from entrance in January to graduation in May of the following year. Graduates of the program are prepared to seek licensure as a registered nurse (R.N.) and to function as a competent beginning practitioner of nursing in the hospital and other health care settings. The program of study emphasizes early and continuous involvement with patient care, a solid understanding of the physical, biological, behavioral sciences, and a thorough grounding in nursing theory and practice. It provides a variety of opportunities that encourage learning through individual guidance and planned experiences in the classroom, community, and hospital with emphasis on clinical practice.

## Philosophy

The philosophy of JPMC School of Nursing is in accord with the Jefferson Hospital Association and ANA Standards of Professional Performance and Standards of Care.

The Faculty of JPMC School of Nursing believe:

Person is a physical, emotional, and spiritual being of worth and dignity who has the right to pursue fulfillment of human needs.

Health is a state manifested by the absence of disease, optimal functioning, and a feeling of well-being. Health status is viewed along a health-wellness continuum throughout the lifespan.

Nursing is the application of clinical judgment through the connection of concepts across time and situation in the provision of patient-centered care. Nursing requires knowledge, skills, and attitudes within the QSEN and Massachusetts Nurse of the Future frameworks and the application of the nursing process in the promotion, maintenance and restoration of health. Nursing communicates and collaborates with the interprofessional healthcare team to provide safe, quality, patient-centered care.

Environment: Nursing care and leadership is provided in all environmental settings through patient-centered care, patient education, health promotion, and the use of informatics.

Nursing Education is a life-long process. A planned curriculum is outcome-directed and enriched by the diverse experiential knowledge, skills, and attitudes of students and faculty. The education of nursing students is enhanced by a climate of student-centered learning. The faculty facilitate the student's acquisition of knowledge within a constructivist framework. Students have the ultimate responsibility to construct knowledge from previously learned concepts and experiences. The faculty partner with students to prepare graduates who function as competent, beginning practitioners of nursing in the hospital and a variety of health care settings. The faculty assume the responsibility for their own continued professional development and for providing a curriculum that reflects current healthcare practices.

Due to the above beliefs, JPMC faculty primarily employ two educational theories in their teaching: Patricia Benner's Novice to Expert and the Constructivist theory.

JPMC School of Nursing serves as a community resource which promotes nursing education and strives to enhance community health care. It also provides the opportunity for health care personnel and individuals from other disciplines to achieve their career goals.

The faculty recognizes the obligation to prepare graduates who qualify to function as competent beginning practitioners of nursing in the hospital and variety of health care settings.



# Associate of Applied Science in Nursing Degree Program

## JRMC School of Nursing Program Objectives

JRMC School of Nursing is a residential program designed to prepare learners to apply for RN licensure and take the NCLEX-RN® exam. The Program curriculum plan meets the standards of the Accrediting Bureau of Health Educations Schools (ABHES), Arkansas State Board of Nursing (ASBN) and candidacy for Accreditation Commission for Education in Nursing (ACEN). The curriculum consists of forty-eight (48) credits of nursing coursework and is delivered over seventy-nine (79) weeks. Learners are required to take the nursing courses in the sequence prescribed. The Program requires an additional twenty-four (24) credits of general education coursework. A total of seventy-two (72) credits are required for graduation. Upon completion of the program, the learner is awarded associates of applied science in nursing degree and is eligible to apply to take NCLEX-RN®

### Program Objectives

- Graduate future entry level nurses who will improve individual, family and community health and wellness by applying evidence-based skill and knowledge into their practice.
- Graduate competent entry level practitioners to help meet the demand for professional nurses in the community.
- Offer the availability of nursing education opportunities for qualified learners.
- Develop responsible, accountable and competent entry level professional practitioners.

## Student Outcomes

JRMC School of Nursing acknowledges its commitment to quality care by producing graduates who:

Level I	Level II
<ol style="list-style-type: none"> <li>1. Implement nursing care to patients, families, and groups across the lifespan from diverse backgrounds in a variety of settings that is compassionate, age and culturally appropriate and based on a patient's preferences, values, and needs.</li> <li>2. Participate as a member of the interprofessional healthcare team in the provision of safe, quality patient-centered care</li> <li>3. Implement strategies that minimize risk and provide a safe environment for patients, self, and others.</li> <li>4. Utilize evidence-based information and patient care technology in the provision of safe, quality patient-centered care.</li> <li>5. Practice nursing in a professional, ethical, and legal manner while providing patient-centered, standard-based nursing care</li> <li>6. Demonstrate leadership, management, and priority setting skills to support safe, quality patient-centered care.</li> <li>7. Incorporate verbal and nonverbal communication strategies with patients and families from diverse backgrounds that promote an effective exchange of information and the development of therapeutic relationships.</li> <li>8. Identify best current evidence from scientific and other credible sources as a basis for developing individualized patient-centered plans of care.</li> <li>9. Participate in data collection processes that support established quality improvement initiatives.</li> <li>10. Provide appropriate health-related information to patients and families that facilitate their understanding of new knowledge and skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. Incorporate clinical judgment through the use of the nursing process to provide patient-centered care while meeting the needs of individuals, families, groups, and communities along the health-wellness continuum throughout the lifespan.</li> <li>2. Lead the interprofessional team utilizing appropriate delegation and prioritization through teamwork and collaboration.</li> <li>3. Prioritize safe nursing care to patients across the lifespan in a variety of settings.</li> <li>4. Integrate the use of informatics to assist in gathering and utilizing healthcare information and knowledge in inpatient care.</li> <li>5. Model professionalism in the nursing role while respecting an individual's dignity, worth, values, culture, and rights.</li> <li>6. Exemplify leadership and assume responsibility and accountability while becoming a self-directed professional nurse.</li> <li>7. Integrate therapeutic communication with the patient, patient's family, and the interprofessional healthcare team when providing care.</li> <li>8. Practice evidence-based professional nursing as a competent beginning practitioner in a variety of health care settings.</li> <li>9. Integrate quality improvement processes in the healthcare setting.</li> <li>10. Evaluate the effectiveness of patient education and modify the teaching plan as indicated.</li> </ol>

## **Mission Statement**

The mission of JRMC School of Nursing is to prepare graduates who function as safe, competent, professional beginning practitioners of nursing in the hospital and other health care settings.

## **Goal Statement**

JRMC SON offers an educational program designed to prepare individuals to serve the nursing needs of the community and to contribute to the maintenance of high standards of evidence-based, patient-centered care.

## **School Policies, Rules & Regulations**

During a student's enrollment there will be situations in which there will be a need to follow procedures and to know the rules, regulations, and policies.

Perhaps there will be a need to appeal a grade. Maybe the student organization will want to use the School's facilities or sponsor a fund-raising drive. How do you go about doing these things? Some of the answers are here within the School's Catalog while others can be found in the Student Handbook. Information on student rights and responsibilities, the School's responsibilities to the student, and much more can be found. Each student receives a Student Handbook during orientation to the Program and signs an acknowledgment form for receipt of the Handbook. Students are encouraged to keep the Student Handbook readily accessible for easy reference.

For questions or concerns regarding any of the School's policies, rules and regulations, contact the School's Director at 870-541-7164 or at [newtonm@jrmc.org](mailto:newtonm@jrmc.org).

## **Admission Policies**

JRMC School of Nursing is sponsored and operated by Jefferson Regional Medical Center located in Pine Bluff, Arkansas. The School of Nursing offers a seventeen (17) month education program which leads to an Associate of Applied Science in Nursing degree. Students are enrolled at the University of Arkansas at Pine Bluff (UAPB), Southeast Arkansas College (SEARK), or any accredited college to complete twenty – four (24) required general education credits prior to entering the core nursing courses. The required general education courses must be completed with a grade of C or better in each course prior to entering the nursing core, which is offered at JRMC School of Nursing. Nursing courses are completed in seventeen (17) months.

Students may transfer the specified academic credit hours from any accredited college or university. It is important for the student to understand that admission, enrollment, and payment of fees at UAPB, SEARK or other college or university are separate from admission, enrollment, and payment of fees at JRMC School of Nursing.

## Admission Statement

Guided by our Goal Statement (previous page), **the APRG Committee selects applicants for admission to the School who best meet the criteria for selection and admission.**

## Non-Discrimination & Essential Functions

It is the policy and practice of the JRMC School of Nursing to extend educational opportunities to all qualified persons without regard to race, creed, national origin, disability, age, sex or marital status, in accordance with the Americans with Disabilities Act. The School has identified specified essential functions critical to the success of students enrolled in the nursing program. The School of Nursing will adhere to all applicable federal, state and local laws, regulations and guidelines, and JRMC/JHA **Policy 2.4.2 Reasonable Accommodations** with respect to providing reasonable accommodation required to afford equal educational opportunity to qualified individuals. Reasonable accommodation will be provided in a timely and cost-effective manner to applicants or students providing documentation of disability.

### Process:

Any applicant or student with a disability who needs accommodations must provide documentation and request the accommodation prior to the beginning of the course or term. The student must complete the following steps:

1. Request in writing the accommodation prior to the beginning of the course or term.
2. The student must provide documentation of medical, education, psychological records, evaluation and recommendations by psychiatrist, psychologist, or educational specialist. The accommodations must be specific and include the duration of the request by the practitioner.
3. JRMC SON has the right to request further information and documentation.
4. The student is responsible for any expenses incurred to obtain the necessary documentation and evaluation.
5. The documentation should be provided to the JRMC SON Director who will share the information to the appropriate course lead.

**Essential Functions:** Applicants and enrolled students must be able to meet the following minimum standards with or without reasonable accommodation. These technical standards describe the non-academic qualifications necessary and essential for entrance to, continuation in, and graduation from JRMC School of Nursing Associate of Applied Science in Nursing Degree Program. Student requirements are reflected in the ability to engage in educational and training activities in such a way that they shall not endanger other students, the public or patients. The following are examples and not all inclusive. Applicants or students should notify the school for specific questions.

1. **Visual/Reading:** Course information, clinical forms, charts on computer screens and other equipment; Vision allows accurate medication administration, IV skills, emergency equipment use and monitoring of patients, equipment, and environment.
2. **Hearing/Speech:** Speak clearly and professionally to peers, patients, family members, faculty, staff and other healthcare team members. Hear and interpret loud, soft, and muffled sounds; hearing allows use of intercom, taking of verbal orders, emergency procedures.
3. **Communication/Behavioral:** Communication effectively in English, both verbally and in writing in a clear and professional manner. Communication allows direction of others in work, facilitates interpersonal skills, collaboration with other healthcare professionals, and implementation of emergency procedures; maintain emotional control in stressful and emergency situations; behave in

a professional and respectful manner; comply with JPMC values of Stewardship, trust, Ethics, Excellence, and Respect.

4. **Locomotion:** Move freely from one location to another, able to walk at a face pace, able to stand, bend, stoop, squat, reach above shoulder level; can use both hands, balance, crawl if necessary, climb, kneel and sit; can lift, carry, push or pull over 50 pounds of weight; able to stand and/or sit for prolonged periods of time, able to utilize safe body mechanics.
5. **Environmental:** Can occasionally be involved with work outside and continuously inside. Occasionally be exposed to: temperature of 32 degrees and/or 100 degrees; wet or humid conditions; noise; vibration; dust fumes; infectious waste; toxic chemicals; needle/body fluids; radiation and chemotherapeutic agents. Implement safety and infection control, room maintenance, inventory and maintain equipment supplies.
6. **Fine Motor/Touch Skills:** Utilize fine motor dexterity, move and lift objects, gather information with sense of touch, write and document legibly, manipulate equipment, administer medications, utilize IV skills; perform emergency and other procedures and treatments.
7. **Intellectual/Conceptual/Cognitive:** Recognize emergency situations and take appropriate actions, demonstrate psychological and emotional stability required for full utilization of intellectual abilities; comprehend, process and utilize verbal, visual and written information; organize and prioritize actions in the clinical settings; perform patient care procedures according to established criteria; utilize nursing process (assessment, planning, intervention and evaluation), prepare/present reports, complete forms, process verbal and written information, following nursing policies and procedures, administer medications accurately; implement quality improvement and document nursing process and other written requirements; implement patient/family education and discharge planning.
8. **Equipment:** Can utilize telephone, intercom, call light system, sphygmomanometer, stethoscope, thermometer, wheelchair, stretcher, weight scales, IV equipment, emergency equipment, paging system, IV/feeding pumps, glucose monitor, respiratory/oxygen equipment, suction equipment, beds, over bed tables.

## Admissions Contact and General Information

All inquiries or correspondence for admission should be directed to:

Registrar  
JRMC School of Nursing  
1600 West 40<sup>th</sup> Avenue  
Pine Bluff, Arkansas 71603  
(870-541-7858  
[mccorkletr@jrmc.org](mailto:mccorkletr@jrmc.org)

Office hours for the School of Nursing are 8:00 a.m. to 4:30 p.m., Monday through Friday. The telephone number for the Registrar is (870)541-7858; E-mail address, [mccorkletr@jrmc.org](mailto:mccorkletr@jrmc.org). A class is admitted each January/July. Completed applications are reviewed and acted upon by the APRG (Admissions, Promotion, Recruitment and Graduation) Committee and/or Director.

### Admission Requirements

- High School Graduate/GED
- ATI TEAS score of at least a 60
- High School and College Transcripts
- Current Immunizations
- Current CPR certification
- ACT (score will not be used to determine admission)
- Letter of Good Standing if previously enrolled in a nursing program

## General Education Requirements

### Pre-Requisite Education Requirements

- English Composition I (ENGL 1313) (3 hours)
- English Composition II (ENGL 1323) (3 hours)
- Anatomy & Physiology I (BIOL 2454) (4 hours)
- Anatomy & Physiology II (BIOL 2464) (4 hours)
- Microbiology (BIOL 2474) (4 hours)
- College Algebra (MATH 1333) (3 hours)
- General Psychology (PSYC 2303) (3 hours)

All prerequisite courses are required to be completed before acceptance into the program. Each prerequisite course must be completed with a grade of a C or better by January or July of the enrollment year in which you are intending to enroll. Packets can be picked up in the registrar's office or they can be mailed upon request. They may be downloaded from the school's web page, [www.jrmc.org](http://www.jrmc.org)

Class Starts:	Enrollment Open	Deadline for Enrollment
January	August 15	November 1 <sup>st</sup>
July	March 15	May 20th.

A copy of all immunizations and CPR certification is required before admission into the program.

Ability-to-benefit and/or applicants without a high school diploma or GED are ineligible for admissions.

[www.jrmc.org/schoolofnursing](http://www.jrmc.org/schoolofnursing)

JRMC School of Nursing is not certified on SEVIS (Student and Exchange Visitor Information System), and therefore cannot accept international students on Student Visas, or applicants who are not U.S. citizens.

## Application Process

The prospective nursing student may begin the application process while still enrolled in required college courses. However, all required pre-requisite courses must be completed with a grade of C or better by January/June of the enrollment year in order to progress into Foundations of Nursing N101. The School begins accepting requests for application packets in February of each year for the class beginning in July and in July of each year for the class beginning in January of the following year. Packets will be emailed upon request or may also be downloaded from the School's web page, [www.jrmc.org](http://www.jrmc.org).

## Application Requirements

1. Completed application with completed rationale form.
2. Official high school transcript or G.E.D. (mailed from school).
3. Official transcript of any and all college courses (Mailed or emailed from the school. They can be hand delivered as long as there is an official unbroken seal on the envelope)
4. ACT score results are required but score will not be used for admission determination.
5. Foreign language transcripts must be evaluated using the credential evaluation services of an agency that has published standards for membership, affiliations to U.S.-based international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions, and employers (e.g. NACES and AICE). (Note: language from [www.ed.gov/international/unsei/edlite-index.html](http://www.ed.gov/international/unsei/edlite-index.html)). Evaluation of the transcript will be at the expense of the applicant.
6. ATI TEAS Exam with composite score of 60 or above.
7. An Application Fee of \$35.00 is due upon completion of application process.
8. TOEFL (Test of English as a Foreign Language)
  - A. Minimum score 540 paper-based, 207 computer-based or 80 internet-based for U.S. citizens for whom English is the second language
  - B. **The entire program is delivered in the English language only.**

## Selection Process & Selection Criteria

The selection process includes a complete review of the applicant's file by the Director and/or APRG Committee (composed of a Chairperson, Director of the School, Registrar, and two other faculty members). Selection for entry is on a competitive basis, as each entering class is limited in size by number. Selection for enrollment is based on a pre-established scoring system that includes: High School GPA, College GPA, Academic History, and an ATI Teas Entrance Exam.

## **Admission Process**

Each applicant is notified in writing of his/her status (acceptance, pending receipt of ATI TEAS scores or completed transcript, or non-acceptance). Applicants selected for admission should notify the School of intent to enroll by paying a \$100.00 (non-refundable) registration fee within two weeks of receipt of the acceptance letter. This registration fee will be applied to the first term's tuition. Selected applicants not enrolling, but who seek admission at a later date, have no preferential status and are reconsidered for entry by the same process as new applicants for the next class.

Each applicant accepted into the School is required to complete an American Heart Association Basic Life Support (CPR & AED) course prior to clinical experiences. Each student is required to maintain a current certification throughout the program.

## **Selection Process & Selection Criteria**

The selection process includes a complete review of the applicant's file by the Director and/or APRG Committee (composed of a Chairperson, Director of the School, Registrar, and two other faculty members). Selection for entry is on a competitive basis, as each entering class is limited in size by number. Selection for enrollment is based on a pre-established scoring system that includes: High School GPA, College GPA, Academic History, and an ATI Teas Entrance Exam.

JRMC School of Nursing is NOT certified on SEVIS (Student and Exchange Visitor Information System), and therefore cannot accept international students on Student Visas, or applicants who are not U.S. citizens.



## Instructions for taking the ATI TEAS Exam Proctorio

### INSTRUCTIONS FOR TAKING THE TEAS EXAM PROCTORIO (at home)

ATI now has made it possible for students to take the TEAS exam proctorio at home. There are specifications required for this exam. Please check the site for specifics.

A minimum score of 60% is required for admission into the JRMC School of Nursing.

You are only allowed to take the TEAS exam 3 times in a year. If you surpass this, you will have to wait a year after you have taken the first exam in order to test again.

There is study material available on the website. There is also remediation available to you in your ATI account if you have taken the exam and your score was below 60%.

If you have ever been registered with ATI do **not** sign in as a new user. Use your old account.

#### [TEAS information Link](#)

- (<https://www.atitesting.com/teas/the-ati-teas-exam-with-proctorio>)

#### [TEAS Registration Link testing with ATI](#)

- (<https://www.atitesting.com/teas/register>)

Upon finishing the exam, print (2) copies of the results, (1) to be brought to the School of Nursing and (1) for yourself. You may also email it to the registrar at [mccorkletr@jrmc.org](mailto:mccorkletr@jrmc.org)

## Instructions on taking the ATI TEAS exam at SEARK

SEARK is a testing site for the TEAS Exam.

Cost is \$70.00

Test is given on Wednesdays at 8:30 AM & 1:00 PM. You must be registered 24 hours prior to test date.

A MINIMUM SCORE OF 60 IS REQUIRED TO BE CONSIDERED FOR ADMISSION INTO JRMC SCHOOL OF NURSING

To Register for Test Go to the Website listed below:

<https://www.atitesting.com/>

STEP 1: Sign in or create a new user account. (NOTE: If you have ever been registered with ATI, do not sign in as a new user. Use your old account.)

YOU MAY TAKE THE TEAS EXAM A MAXIMUM OF THREE (3) TIMES.

THERE IS STUDY MATERIAL AVAILABLE ON THE WEB SITE.

YOU MUST BRING YOUR DRIVER'S LICENSE IN ORDER TO TEST.

UPON FINISHING EXAM, PRINT (2) COPIES OF RESULTS, (1) FOR SEARK & (1) TO BE BROUGHT TO THE SCHOOL OF NURSING

## Substance Abuse Policy

All students will be drug screened as a part of the admission process during orientation. Drug tests will be done at Health Care Plus at the student's expense. If a drug screen is positive, the test will be sent off for further review at an additional cost to the student. The School of Nursing requires the student to submit to drug testing under any or all of the following circumstances:

1. Upon admission into the program.
2. Random testing as required by the clinical agencies or JHA or JRMC.
3. For cause.

## Medical Marijuana Policy

JRMC staff, faculty and students fall into the category of position that is designated as a safety sensitive position. The essential duties of the job require the employee/student to work in a constant state of alertness in a safe manner. A lapse in attention to detail may constitute a threat to health or safety resulting in injury, illness, or death.

Employees (or students) in safety sensitive positions cannot test positive for Medical Marijuana, even if they are a qualifying patient with a Medical Marijuana registry ID card.

## Documentation of Immunization

All medical records and immunizations records are to be submitted to the Registrar's office along with the application. These documents must be in the file before each application is eligible for review of acceptance into the program.

The following is the MMR policy: *Student will provide evidence of **two** live measles vaccinations, documentation of physician-diagnosed measles, or laboratory evidence of measles immunity. Persons born during or after 1957 who have no documentation of vaccination or other evidence of measles immunity should be vaccinated prior to admission and revaccinated no less than one (1) month later.* Immunizations required by JRMC School of Nursing are:

- A. Current TDap
- B. Proof of (2) MMR vaccines and/or titers
- C. Proof of varicella x 2, or a positive history of disease and/or titers
- D. Proof of Hepatitis B vaccine series and/or positive titers or a signed waiver
- E. Current TB skin test
- F. Annual Flu Shot

*Subject to change at discretion of faculty based on clinical assignments.*

## **Transfer of College Work**

The School does not imply, promise or guarantee transferability of credits earned to any other educational or vocational institution. CREDITS EARNED AT THE SCHOOL MAY NOT TRANSFER TO OR BE TRANSFERABLE TO ANY OTHER EDUCATIONAL, VOCATIONAL OR OTHER INSTITUTION. TRANSFERABILITY OF CREDITS IS SOLELY DEPENDENT ON THE POLICIES OF THE INSTITUTION TO WHICH THE STUDENT SEEKS TO TRANSFER.

The School accepts transfer credit from institutions accredited and recognized by the United States Department of Education or the Council for Higher Education Accreditation. Course content must be substantially equivalent to required courses.

The Registrar will work with the appropriate Coordinator and/or School Director to evaluate courses for transferability into the program.

## **Prerequisite College Work**

Credit for college courses may be transferred if the course is comparable to the required course in the JRMC School of Nursing curriculum, and was passed with a grade of C or better. Anatomy and physiology (A&P) I and II must have been taken in the last 5 years. Applicants with an Anatomy & Physiology I & II older than 5 years have the option of retaking Anatomy & Physiology or taking the Anatomy & Physiology National League for Nursing (NLN) achievement exam (one time only) (for a fee) scoring a 50% or higher. All other courses will transfer regardless of the number of years that have elapsed since the course was taken. An official college transcript must be sent to the School.

## **Transfer of Credits or Advanced Placement into JRMC School of Nursing**

Transfer of credits or advanced placement requests will be reviewed on an individual basis by the Registrar and the appropriate Academic Program Director/Coordinator. Students seeking transfer credits from another institution must submit course descriptions and transcripts to the School of Nursing and meet with the director. The APRG committee is included in the evaluation and placement of transfer student in the nursing sequence and makes recommendations regarding the transfer of nursing credit to the director. In evaluation of transferability of credits, the following will be considered: the currency, comparability, relevancy to program, calculation of credits used by the institution, and grade earned for the course. Standardized testing and validation of skills may be required based on the evaluation of transcripts. Credits accepted for transfer will be recorded on the student's transcript. Transfer credits are not calculated in the GPA or Numeric Average for the School of Nursing and only count toward the total credits earned/attempted on the official transcript. Transfer courses must have a minimum grade of "C" or higher to be accepted.

## General Education and Credit by Examination

General Education courses at JRMC SON are taught through Southeast AR College (SEARK). Course descriptions and credits are the basis for comparison when evaluating general education coursework from other institution. The Arkansas Course Transfer System (ACTS) assists in this evaluation process by comparing general education courses offered at SEARK College to courses offered at other public colleges and universities in the state of Arkansas.

The Arkansas Course Transfer System (ACTS) is designed to assist in planning the academic progress of students from the high school level through the adult workforce. This system contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admission and degree requirements. Students may complete the general education courses anywhere in the public system as well as many courses in the degree/major that have been pre-identified for transfer. Course transferability is not guaranteed for courses listed in ACTs as “No Comparable Course”. Transferability of courses taken prior to January 1, 2007 is at the discretion of JRMC SON.

## Transfer Applicants

Students who have been enrolled in other RN programs may apply to transfer into JRMC School of Nursing by following the admission procedure. A “letter of good standing” should be provided. Level/course placement will be determined by assessment of admission criteria, score achieved on required assessment test(s) for each nursing course completed, and documentation of mastery of required clinical skills. Transfer students should provide the Director with a school catalog and/or course syllabi for the purpose of comparing course content to JRMC School of Nursing courses. All transfer students must be admitted to Level I or Level II and will be considered based on availability of class and clinical space.

Transfer students who have failed a nursing course in another program and fail a nursing course in the JRMC School of Nursing program will be ineligible for readmission. Students who failed two (2) nursing courses in another program will be ineligible for transfer and/or admission.

## Re-Admission

A student desiring re-entry into the program will be evaluated by the Director and APRG Committee. Re-admission after dismissal will not be considered for any reason other than academic dismissal. A student may be re-admitted to the School only one (1) time following academic dismissal or a “withdrew failing” recorded on the School transcript. A student who will not be able to complete the program in (25.5) months from the date of initial admission will be re-evaluated on an individual basis. It is recommended that no more than 12 months elapse between dismissal and re-admission. To be considered for re-admission, the applicant must: 1) submit an application for re-admission prior to the date course begins and include a fee of \$35.00 with application form; 2) achieve a passing score on all ATI exams for courses completed.

## Notice to Applicants & Transfer Students

All material submitted for the application process becomes the property of JRMC School of Nursing and cannot be returned or forwarded. Any false information will result in rejection for that applicant.

## Transcripts and Other Official Documents

Transcripts will be provided upon written request from learners, former learners or graduates. Transcripts will not be provided upon telephone or verbal requests. The first copy of a transcript will be at no charge, thereafter any additional transcript requests are subject to the current transcript fee. A charge may also be assessed for any other official documents prepared by the Registrar.

**Note: Academic transcripts will not be available until after two weeks following the completion of all graduation requirements.**

## Document Hold

A hold is applied against a learner's file for non-payment of tuition and/or fees to the School. No documents, including official or unofficial transcripts, will be released until the learner's account is current.

## Cancellation of Enrollment

New learners may cancel enrollment in the School, without incurring any tuition charges, by providing a written notification to the Registrar before the start of class. A full refund of all monies received by the School, with the exception of the application fee and registration fee, and as described below will be issued to the original source of payment.

Any fees paid to third-party agencies for entrance exams, immunizations, drug screenings, background checks, etc., will not be refunded by the School.

The fees for resources may be refundable as described herein. Learners must return all books and supplies in the original condition. Refunds will not be issued for used eBooks access codes, hardbound reference materials, textbooks, uniforms, experiential learning kits, etc. The College must be reimbursed for the cost of any issued learning supplies not accepted or returned.

## Financial Information/Tuition Breakdown

All school charges are subject to change. The basic expenses include tuition and fees. Tuition and fees are payable upon registration each semester in Level I or according to the payment plan, and upon registration for each course in Level II. Payments are made in the cashier's office at Jefferson Regional Medical Center.

Any student withdrawing or being dismissed from the school must absolve any payable fees immediately. No transcript or recommendations will be sent until the account is cleared.

## School Expenses / Approximate Costs by Term

JRMC School of Nursing

Tuition and Fee Structure

Cost Items	Term 1	Term 2	Term 3	Term 4
	Level I Semester I (16 weeks)	Level I Semester II (16 weeks)	Level II Semester I (16 weeks)	Level II Semester II (16 weeks)
	<b>N100</b> Foundations of Nursing Practice	<b>N104</b> Adult Health I (9 hrs)	<b>N200</b> Maternal/Child Nursing Care (10 hrs)	<b>N204</b> Adult Health II (9 hrs)
		<b>N106</b> Pharm I (3 hrs)	<b>N202</b> Transition to Professional Nursing Practice (2 hrs)	<b>N206</b> Pharm II (2 hrs)
				<b>N208</b> NCLEX Prep (1 hr)
<b>Tuition</b>	\$2022.00	\$1516.50 (N104)	\$1685.00 (N200)	\$ 1516.50 (N204)
		\$ 505.50 (N106)	\$337.00 (N202)	\$ 337.00 (N206)
				\$ 168.50 (N208)
<b>Books</b>	\$ 600.00	\$ 300.00	\$ 200.00	\$ 100.00
<b>Lab/Tech Fees</b>	\$ 626.00	\$ 300.00	\$ 300.00	\$ 300.00
<b>Passport Fee</b>	\$ 10.00		\$ 10.00	
<b>Graduation Fee</b>				\$ 210.00
<b>ATI</b>	\$ 613.00	\$ 613.00	\$ 613.00	\$ 613.00
<b>Syllabus</b>	\$ 30.00	\$ 60.00	\$ 60.00	\$ 60.00
<b>Totals</b>	<b>\$3,891.00</b>	<b>\$ 3,295.00</b>	<b>\$3,2205.00</b>	<b>\$ 3,310.00</b>
<b>Grand Total</b>				<b>\$13,701.00</b>

- ❖ 48 total credit hours
- ❖ Mental Health and Nutrition concepts threaded throughout the curriculum
- ❖ See the estimated cost of courses taken at SEARK on the following page.
- ❖ Each student will pay his or her regular tuition and fees to JRMC School of Nursing and/or SEARK for credits attended at the respective institutions.

### COST OF COURSES TAKEN AT SEARK

<b>Course</b>	<b>SEARK Course Number</b>	<b>Credits</b>	<b>Tuition</b>	<b>Fees</b>	<b>Books</b>	<b>Cost (Tuition + Fees+ Books)</b>
English Composition I	ENGL 1313	3	\$ 288.00	\$133.00	N/A	\$ 421.00
*Human Anatomy & Physiology I with Lab	BIOL 2454	4	\$ 384.00	\$133.00	\$ 306.00	\$ 823.00
*Human Anatomy & Physiology II with Lab	BIOL 2464	4	\$ 384.00	\$133.00	\$ 306.00	\$ 823.00
Microbiology with Lab	BIOL 2474	4	\$ 384.00	\$133.00	\$ 306.00	\$ 823.00
College Algebra	MATH 1333	3	\$ 288.00	\$101.00	\$ 252.00.	\$ 641.00
General Psychology	PSYC 2303	3	\$ 288.00	\$101.00	\$ 240.00	\$ 629.00
English Composition II	ENGL 1323	3	\$ 288.00	\$101.00	N/A	\$ 389.00
<b>TOTAL</b>		24	\$2304.00	\$835.00	\$1410.00	\$4549.00

A. Lab, Internet, Telecourse, and CIV fees are not included: \$30.00 per course.



### **ADDITIONAL EXPENSES:**

Nursing License and Background Check	\$ 151.25 estimated
NCLEX Registration	\$ 200.00
Transcripts – Official or Unofficial	\$ 6.00 each
Pictures	\$ 8.00 subject to change
Identification badge fee	\$ 6.00+
Clinical Make-up	\$ 50.00
Application and Registration Fee	\$ 135.00
Uniforms (Scrubs and Lab Coat)	\$ 350.00

Please know the student will need class supplies, a personal allowance for transportation and other expenses outside the hospital and medical care, and group hospital insurance if not provided by a family policy. Meals should be estimated at about \$6.00 to \$8.00/meal in the cafeteria.

## **Other Expenses**

### **List of Fees**

Make-up Unit Examination:	\$ 50.00
Make-up Final Examination:	\$ 100.00
Standardized Course Exam Make-Up:	\$ 50.00 * dependent upon ATI fees
Standardized Exit Exam Make-Up:	\$ 75.00 * dependent upon ATI fees

**Financial assistance will not pay for any make-ups or retakes, i.e., clinical make-up, exam make-ups.**

## **Admission Fees**

Application Fee	\$35.00
Re-Admission Fee	\$35.00

*The above fees are to accompany the application for admission (or re-admission) to the School of Nursing and are not refundable.*

Registration Fee	\$100.00
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*(The Registration Fee is payable when the applicant is notified of acceptance into the School of Nursing and is not refundable.)*

## Payment of Tuition and Fees

All tuition and fees are paid in the cashier's office at JRMC with your student account number on the personal check or money order. Copies of all receipts are submitted to the Registrar in the JRMC School of Nursing for record-keeping purposes. There is a fee for all returned checks. Receipt of two (2) returned checks during a twelve (12) month period will result in forfeiture of check-writing privileges.

Tuition does not include books, accrued clinical make-up exam fees, unit exam make-up fees, syllabus fees, standardized test retake-fees, graduation fees, laboratory fees, technical fees, etc. Financial Aid does not cover all fees. Clinical make-up and exam make-up fees must be paid in the cashier's office, and Registrar must receive a receipt of payment prior to receiving the final grade.

## Delinquent Tuition

Tuition and fees must be paid according to school's payment terms unless special arrangements are made with the Director. Students whose financial obligations to the School of Nursing are more than 2 weeks' delinquent will be unable to attend classes or clinical. Students whose financial obligations to the School of Nursing are more than 3 weeks delinquent will be asked to withdraw from the school.

**All fees must be paid prior to receiving the final grade.**

## Financial Information

All school charges are subject to change. The basic expenses include tuition and fees. Tuition and fees are payable upon registration each semester in Level I or according to the payment plan, and upon registration for each course in Level II. Payments are made in the cashier's office at Jefferson Regional Medical Center.

Any student withdrawing or being dismissed from the school must absolve any payable fees immediately. No transcript or recommendations will be sent until the account is cleared.

## Student Financial Aid

### General Consumer Information

Most of the information required for consumer information has been satisfied via our school's web site. However, the school has someone available during normal operating hours to assist current or prospective students and their families with additional information.

At a minimum, the following information must be provided about financial assistance available at a school:  
-the need-based and non-need-based federal financial aid that is available to students;

- the need-based and non-need-based state and local aid programs, school aid programs, and any private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- the rights and responsibilities of students receiving aid;
- how and when financial aid will be disbursed;
- the terms of, the schedules for, and the necessity of loan repayment and required loan exit counseling and
- the criteria for measuring satisfactory academic progress and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

**To be eligible to receive federal student aid, you must:**

- Be a citizen or eligible noncitizen of the United States.
- Have a valid Social Security Number.
- Have a high school diploma or a General Education Development (GED) certificate.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.
- Maintain satisfactory academic progress.
- Not owe a refund on a federal student grant or be in default on a federal student loan.
- Register (or already be registered) with the Selective Service System if you are a male and not currently on active duty in the U.S. Armed Forces.
- Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans). If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid.

Many types of federal student aid, such as the Federal Pell Grant or Subsidized Loans, where the government pays the interest while you are in college, also require you to have financial need. Additionally, once you have a bachelor's degree or a first professional degree, you are not eligible for Pell Grants.

Student aid from federal programs is not guaranteed from one year to the next. Each student must re-apply every year. Also, if students change colleges, their aid does not automatically go with them. Students should check with their new colleges to determine the appropriate procedures for re-applying for financial aid.

## **Need and Cost of Attendance**

Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance (COA). The COA is the amount it will cost you to go to school. The school will calculate your COA to show your total cost for the school year.

## **Satisfactory Academic Progress**

Students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of JRMC School of Nursing.

## **Financial Aid History (NSLDS)**

Federal regulations require that Federal Family Educational Loan Programs (subsidized and unsubsidized Stafford) cannot be released until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. The school may obtain this information by using the financial aid information they receive from the NSLDS page of the student's SAR/ISIR.

## **Financial Aid Programs**

### **General**

All Title IV financial aid funds received by the school will be credited to the student's account with the exception of requirements set forth in Section 682.604 of current Federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

The School Code for the School of Nursing is 016498.

## **Selection of Eligible Applicants**

In accordance with Federal Regulation 668.43(b)(3), the following paragraphs describe funding program procedures and how aid recipients are selected from the pool of eligible applicants.

### **Federal Pell Grant**

This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance (COA). For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of a college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Financial Aid Office of the School. The application will be transmitted electronically through a federally approved need-analysis system, which will determine the applicant's EFC.  
fafsa.ed.gov

## Veterans Benefits

The school is an approved education facility for veterans training.

If you are a veteran or you are the spouse or dependent of a veteran, education benefits may be available. Information is available at 1-888-442-4551.

Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veterans benefits through JRMC School of Nursing must supply verification of high school graduation or GED certificate. All post-secondary education from an accredited institution must be verified with an official college transcript.

## Military Transfer Credit



### ADDENDUM School Catalog 2021-2022

#### MILITARY TRANSFER CREDIT

JRMC School of Nursing may award transfer credit for military training and experience. Based on American Council of Education credit recommendations, after final evaluations for credit recommendations, credit may be awarded for any course for which JRMC School of Nursing has a credit equivalency.

An official transcript must be provided to JRMC School of Nursing for military transfer credit evaluation. The transcript(s) may be requested from:

The Joint Service Transcript (JST) for current and former Army, Navy, Marines and Coast Guard students.

The Community College of the Air Force (CCAR) may be used for current and former Air Force students.

## William D. Ford Federal (Direct Loan) Program

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available:

1. Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
2. Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
3. Direct Consolidation Loans allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer.

## Federal Subsidized & Unsubsidized Loans

### **Direct Subsidized Loan:**

Federal Direct Loans are low-interest loans that are insured by a guarantee agency and made to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need, and the school determines the amount you can borrow. The amount borrowed cannot exceed your financial need.

The U.S. Department of Education pays the interest on a Direct Subsidized Loan as long as the student remains in college on at least a half-time status. It also pays the interest for the first six months after you leave school (referred to as a grace period) and during certain other periods (postponement of loan payments).

### **Direct Unsubsidized Loan:**

The Direct Unsubsidized Loan program is available to both undergraduate and graduate or professional degree students; there is no requirement to demonstrate financial need. The school determines the amount you can borrow by considering the cost of attendance and the amount of other financial aid you received. An Unsubsidized Stafford Loan is not awarded based on need.

The term "Unsubsidized" means that interest is not paid for the student. The student would be charged interest from the time the loan is disbursed until it is paid in full. You are responsible for paying the interest on Direct Unsubsidized Loans during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, the interest will be capitalized at the end of the grace, deferment, or forbearance period. That is, the unpaid interest will be added to the principal amount of the loan.

For more information, go to [studentloans.ed.gov](http://studentloans.ed.gov).

## Children of Fallen Heroes Scholarship

This grant is for learners who had a parent or guardian who died in the line of duty as a public safety officer. If applicable, you may qualify for additional federal aid if you meet the eligibility requirements and can

submit documentation to prove entitlement for this scholarship. If you have self-identified yourself as a learner that may be entitled to this scholarship, please see Financial Aid.

## State Aid

The Arkansas Department of Higher Education (ADHE) provides loans, grants, and scholarships to Arkansas residents enrolled at JPMC School of Nursing. Award criteria include financial need, academic achievement, and/or study of specific subjects. For additional information about financial aid, call ADHE at (800)54-STUDY or in the Little Rock area, (501) 371-2050, or visit [www.adhe.edu](http://www.adhe.edu). Programs like the Arkansas Academic Challenge (lottery) Scholarship require the YOUiversal application to be completed by June 1. Awards may be renewable and can be a great financial supplement.

## Other Aid Programs

Other aid programs include the following:

1. Arkansas Department of Higher Education - Academic Challenge (Lottery) Scholarship
2. Arkansas Department of Higher Education Opportunities Grant - Go Grants
3. Arkansas Rehabilitation
4. WIA (Workforce Investment Act)

## Other Sources

Students may find other sources of funding based on their state of residence or personal history. These resources include:

1. Friends and family
2. Employers (tuition reimbursement)
3. Americorps
4. Public Libraries & Internet
5. Business and Labor Organizations, etc.
6. U.S. Armed Forces
7. U.S. Department of Veterans Affairs
8. Internal Revenue Service

## Scholarships

A scholarship is free money the student can receive to assist in funding their education. There are many different types of scholarships available. The student can simply search the web for different organizations that offer scholarships, such as the following, just to name a few:

- A. [www.scholarships.com](http://www.scholarships.com)
- B. [www.wiredscholar.com](http://www.wiredscholar.com)
- C. [www.fastweb.com](http://www.fastweb.com)
- D. [www.uncf.org](http://www.uncf.org)

## Return of Title IV

This policy applies to students who receive federal financial aid (Federal Pell Grant and Federal Direct Subsidized and/or Unsubsidized Loans) and completely terminates enrollment prior to completing 60% of the period of enrollment.

Termination of enrollment can be a result of any of the following actions:

- The student initiates an official withdrawal from JRMC SON.
- The student is administratively dropped by the instructor from all classes due to non-attendance.
- The student is administratively withdrawn from all courses as a result of disciplinary action.
- The student is considered an official withdrawal by receiving failing grades or a combination of failing grades, and either the instructor or the student starts the withdrawal process.

The amount of Title IV aid an institution must return to the federal student aid program is determined by the federal return to Title IV funds formula as specified in 484B of the Higher Education Act. JRMC uses the program provided by the Department of Education to calculate the amount of aid that must be returned, which was initially employed to pay institutional charges. The date of determination provided by the instructor is used to document the last date of enrollment. If the student is considered to be an unofficial withdrawal and a failing grade is earned for non-attendance, the instructor must provide a last date of attendance for the course. This date is used in the Return of Title IV calculation. If a date cannot be determined for an unofficial withdrawal, the last known activity by the student will be used in the calculation. In addition, scheduled breaks of at least five consecutive days are excluded from the calculation, thereby reducing the total number of calendar days attended in the period of enrollment.

JRMC establishes unearned aid used to pay institutional charges in the following order within 45 days of the withdrawal determination date:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Pell Grant

Repayment may also be required of the student when a refund has been issued to the student from financial aid funds in excess of the amount used to pay institutional charges that the student failed to earn by continuing enrollment. JRMC will also restore these funds to the appropriate source in the order above within 45 days of the withdrawal determination.

Students will be billed for any unearned aid that was refunded to the federal student aid programs that caused institutional charges to be unpaid. Also, students will be billed for any money the school returns on the student's behalf that is owed to the federal aid programs as repayment of funds disbursed directly to the student for non-institutional charges. Copies of the Return of Title IV calculations are provided to the student, along with a bill when the calculation is processed.

If a student earns more aid than was disbursed, the student may be eligible to receive a post-withdrawal disbursement. Students are notified by mail of their eligibility for this disbursement. If the post-withdrawal disbursement is loan funds, the student must confirm in writing that the loan funds are still wanted. A post-withdrawal disbursement of grant funds will automatically be credited to the student's account for



outstanding charges. A student, who does not have a balance due, must confirm in writing their desire to receive the grant funds. If a student is entitled to an institutional refund of tuition and fees, those monies will first be applied to any outstanding balance to the school before being refunded to the student.

## Withdrawal

When a student withdraws or is terminated from JRMC SON after beginning classes, tuition refunds may be made for the student leaving prior to completion of his/her course of study and are based on the tuition/books/fees for the academic period in which the student withdraws and any prior period completed. On the date withdrawal paperwork is completed, the student must go to Financial Aid to complete the required paperwork.

## Procedures

A student who wishes to withdraw during a term should do so officially through their current lead instructor, faculty advisor, and the Financial Aid Office. The student must complete and sign a form specifying the reasons and circumstances of the withdrawal. The student's identification badge must be turned in to the school at the time of withdrawal. Only in cases of serious illness may the student withdraw by any other communication. Failure to officially withdraw properly may result in the assignment of failing grades that become part of the student's permanent record. All students receiving financial aid should complete an exit interview through the Financial Aid Office. In all cases of withdrawal, the last date of attendance will be used to calculate refund amounts. If JRMC SON determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the school may use the date of determination as the last academically-related activity the school has documented.

## Arkansas State Refund Policy

Schools shall publish and adhere to a refund policy that provides not less than:

1. The registration fee not to exceed one hundred dollars (\$100.00) paid to the school by the student may be retained as an enrollment or application fee.
2. All amounts paid in excess of one hundred dollars (\$100.00) shall be refundable.
3. The refund shall be based on the cost for each payment period of the program. All tuition beyond the current payment period shall be refunded when a student terminates.
  - a) During the first twenty-five percent (25%) of the payment period, the refunds shall be made on a pro rata basis.
  - b) At the completion of 25% of the payment period, the student owes 50% of the tuition.
  - c) At the completion of 50% of the payment period, the student owes 75% of the tuition.
  - d) At the completion of 75% of the payment period, the student owes 100% of the tuition.

## Re-entry Fees

The school charges an entry fee to re-admit students who have previously withdrawn.

## Financial Overview

JRMC School of Nursing makes every effort to ensure that opportunities for higher education be given to all those who desire it. The goal of Financial Aid (FA) is to provide resources to learners that without such funding would otherwise be unable to attend. Financial Aid (FA) will work individually with prospective and current learners to ensure that options for paying the cost of education are explored.

Your first step in the Financial Aid process is to complete and submit your FAFSA. You must do this for every year you would like to be considered for Financial Aid and other scholarships. Learners should apply for federal aid by completing the Free Application for Federal Learner Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (JRMC School of Nursing school code is 016498).

Verification of learner data may be required. Financial Aid will request from you any required documentation. No financial assistance will be awarded until ALL required documents are received and determined to be correct.

Financial aid awards will be applied electronically each semester to the learner account. Also, please be aware that learners are not eligible to receive Title IV funding at more than one school concurrently.

When Title IV funds credits to a learner's account exceeds the total allowable charges assessed by the School, the resulting credit balance will be returned to the learner within 14 calendar days after the credit balance occurred, if it occurred after the first day of the semester.

The learner may voluntarily authorize the School to hold a credit balance by signing a Credit Balance Waiver. However, the School will pay the remaining balance of loan funds by the end of the loan period and other Title IV funds by the end of the last payment period in the award year for which they were awarded. The School may use Title IV credit balances to cover prior-year charges up to \$200.

# Sexual Misconduct Policy / Title IX

## Jefferson Regional Medical Center School of Nursing Sexual Misconduct Policy

**Effective: August 14, 2020**

If you need immediate assistance or need to report a Title IX Violation:

- 1.) Call this number 24 hours/day: 1-888-622-JRMC (5762)
- 2.) Email: [hawkk@jrmc.org](mailto:hawkk@jrmc.org)
- 3.) Contact a member of the JRMC School of Nursing Title IX Compliance Team:

### **Title IX Coordinator**

Beverly Helms  
PI Coordinator  
JRMC  
1600 West 40<sup>th</sup>  
Pine Bluff, AR 71603  
870-541-5916  
[helmsb@jrmc.org](mailto:helmsb@jrmc.org)

### **Title IX Deputy Coordinator (Employee Issues)**

Jill Cabe Hill  
Interim Director Human Resources  
870-541-7380  
[cabehillj@jrmc.org](mailto:cabehillj@jrmc.org)

### **Hearing Officer**

Ken Hawk  
Corp Compliance Officer  
870-541-7390  
[hawkk@jrmc.org](mailto:hawkk@jrmc.org)

Shayla Lowe  
Senior Compliance Auditor/Supervisor  
870-541-7395  
[lowes@jrmc.org](mailto:lowes@jrmc.org)

## **TITLE IX NOTICE OF NONDISCRIMINATION**

Jefferson Regional Medical Center (JRMC) School of Nursing (the "School") does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex

in all education programs and activities operated by JRM School of Nursing (both on and off-campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. This requirement not to discriminate in its education program or activity extends to admission and employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator.

Title IX requires the school of nursing to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. The Title IX Coordinator, Deputy Coordinator, and Title IX Compliance Team are available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the school's complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters. If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.

If you have a complaint against a JRM School of Nursing student for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Deputy Coordinator for Student Issues. If you have a complaint against JRM School of Nursing faculty or staff member, or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Deputy Coordinator for Employee Issues. You may also contact the JRM Security Department, 870-541-7107 (non-emergency) or 911 (emergency), 1600 West 40th Street, Pine Bluff, Arkansas 71603.

Except in the case of a statutory prohibition from reporting, all JRM employees must, within 24 hours of witnessing or receiving information about a sexual discrimination allegation, report it to a Title IX Coordinator regardless of whether an informal or formal complaint has been filed. Any student, non-employee, or campus visitor/guest who has witnessed or received information about sexual discrimination is strongly encouraged to report it to a Title IX Coordinator.

The United States Department of Education's Office of Civil Rights ("OCR") is responsible for enforcing Title IX, as well as other federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial aid. Inquiries and complaints may be directed to the OCR office responsible for Arkansas:

Office for Civil Rights  
***Kansas City Office***  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
Telephone: (816) 268-0550  
Facsimile: (816) 268-0559  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## **INTRODUCTION**

Members of the school community, guests, and visitors have the right to be free from sexual discrimination, harassment, or violence, which means that all members of the school community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

When an allegation of misconduct is brought to an appropriate administrator's attention, and a Respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated. These procedures have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policy and procedures are intended to define community expectations and establish a mechanism for determining when those expectations have been violated.

## **JURISDICTION**

Title IX protects the school community from sexual harassment in a school's educational programs and activities. This means that Title IX protects students in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in school transportation, at a class or training program sponsored by the school at another location, or elsewhere.

## **DEFINITION OF TERMS**

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment. A Complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Definition of Status: All employees (both full-time and part-time) and students are under the protection of Title IX. A full-time employee will be considered as an employee, regardless of student status. A student who is a part-time employee would be considered a student unless the incident under consideration occurred in connection with employment. Allegations of sex discrimination or sexual harassment may require the school to take measures applicable to both students and employees.

Discrimination (general definition): Actions that deprive members of the community of educational or employment access, benefits, or opportunities. Any distinction, preference, advantage for, or detriment to an individual compared to others that are based upon an individual's actual or perceived sex, age, race, color, creed, religion, ancestry, national or ethnic origin, sexual orientation, sexual identity, disability, genetic information, military status, veteran status, or familial status that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the school's educational programs or activities. There can be no discrimination related to pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery.

Discriminatory Harassment: Detrimental action based on an individual's actual or perceived sex, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status that is so severe or pervasive that it unreasonably interferes with or limits a person's ability to participate in or benefit from the school's educational programs or activities.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions, or privileges of employment or education. For example, a mere utterance of an ethnic, sex-based, or racial epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

Formal Complaint: A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the recipient investigate the allegation of sexual

harassment. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by contacting the Title IX Coordinator.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- (i) A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*); or
- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- (iii) Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures.

Non-Consensual Sexual Contact: Non-consensual sexual contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifices.

Non-Consensual Sexual Intercourse: Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes:

- vaginal penetration by a penis, object, tongue, or finger;
- anal penetration by a penis, object, tongue, or finger;
- oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audiotaping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI (sexually transmitted infection) or HIV to another person; or
- exposing one's genitals in non-consensual circumstances or inducing another to expose his or her genitals.

Sexually based stalking and/or bullying may also be forms of sexual exploitation.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation, and coercion that overcome resistance or produce consent. For example: "Have sex with me, or I'll hit you. Okay, don't hit me; I'll do what you want."

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want to engage in sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent.

Domestic Violence: A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Domestic violence can happen to anyone, regardless of race, age, sexual orientation, religion, or sex. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic Violence Complainants by Arkansas Law are defined as "family or household members." Arkansas defines "family or household members" as current or former spouses; parents and children; persons related by blood; a child living in the household; persons who currently or previously lived together; people who have a child together; and persons who currently or formerly were in a dating relationship.

Dating Violence: A pattern of assaultive and controlling behaviors that one person uses against another to gain or maintain power and control in the relationship. It is physical, sexual, or psychological/emotional violence within a dating relationship and can occur in person or electronically by a current or former dating partner. Other terms used include relationship abuse, intimate partner violence, relationship violence, dating abuse, domestic abuse, domestic violence, and stalking.

Sex Identity: Refers to one's sense of oneself as male, female, or transgender. When one's sexual identity and biological sex are not congruent, the individual may identify as transsexual or as another transgender category.

Sexual Orientation: Refers to the sex of those to whom one is sexually and romantically attracted. Categories of sexual orientation typically have included attraction to members of one's own sex (gay men or lesbians), attraction to members of the other sex (heterosexuals), and attraction to members of both sexes (bisexuals). While these categories continue to be widely used, research has suggested that sexual orientation does not always appear in such definable categories and instead occurs on a continuum.

## **POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect.

Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The school does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the school. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, or employee-student) are prohibited.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships are required to bring those relationships to the timely attention of their supervisors.

This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities; or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

## **RESPONSIBILITY TO REPORT**

Any student or visitor to the school who has experienced or witnessed sexual harassment is strongly encouraged to report it. Any faculty member, staff member, or administrator who has witnessed sexual harassment must report it. In order to maintain a safe environment, the school must know about incidents of sexual harassment in order to stop them, protect Complainants, and prevent future incidents.

It is the mandated responsibility of school faculty, staff, administrators, and supervisors to report complaints of sexual harassment that they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally and/or institutionally recognized professional confidentiality between the Complainant and the person to whom the harassment is reported, the report may be withheld at the request of the Complainant.

## **CONFIDENTIALITY**



Subject to the other provisions of this policy and the requirements of the law, every possible effort will be made to ensure that any information received as part of the school's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in maintaining the privacy of the parties involved. Because of the school's obligation to investigate allegations of misconduct, it is not possible to guarantee that complaints will be handled confidentially.

Except as compelled by law, in the interest of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures will be limited to the immediate parties, witnesses, and other appropriate administrative officials. Disclosure may also be necessary to conduct a full and impartial investigation.

### **ADVISOR**

Anyone who has a concern may contact an Advisor of their choice. The Advisor will listen and explain the options available while providing support. The Advisor may be a faculty or staff member, an attorney, or another person. If a live hearing occurs, your Advisor is permitted to ask questions of witnesses, including cross-examination. If a party does not have an Advisor present at a live hearing, the party will be provided an Advisor of the school's choice free of charge.

It is the Complainant's decision to report an incident to the school or to law enforcement. Although rare, there are times when the school may not be able to honor the Complainant's request for confidentiality. If a Complainant discloses an incident to an Advisor but wishes that no investigation into the incident be conducted, or disciplinary action is taken, the Advisor must weigh that request against the school's obligation to provide a safe environment for everyone, including the Complainant.

### **AMNESTY**

JRMC School of Nursing recognizes that an individual who has been drinking, using drugs, or engaging in other nonviolent offenses/behavior at the time of an incident may be hesitant to make a report because of potential consequences for his/her own conduct. An individual who reports sexual misconduct, either as a Complainant or a third-party witness, will not be subject to disciplinary action by the school for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that such violations did not and do not place the health or safety of any other person at risk. The school may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

### **COMPLAINT/GRIEVANCE PROCEDURE**

These procedures are intended to apply to student civil rights grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. These procedures may also be applicable to employee sexual misconduct grievances against other employees. All other grievances by students against students or employees will be addressed through other conduct procedures.

### **Notification**

Students or visitors to the school are strongly encouraged, and faculty members, administrators, staff members are mandated to report allegations of discrimination or harassment to a member of the Title IX Team. A report of sex discrimination or harassment should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the school to investigate.

A person who raises a complaint may discuss any situation believed to constitute sex discrimination or sexual harassment with any member of the Title IX Team. Reports may be made by the person experiencing discrimination or harassment or by a third party, such as a witness or someone who is told of the discrimination or harassment.

The Title IX Team will meet to review the information presented and to determine the appropriate course of action. Possible solutions may include an informal administrative process, an educational conversation, educational sanctions and/or disciplinary actions, separating the parties involved (i.e., class changes, work changes, etc.), or other determined best practices.

### **Supportive Measures**

Supportive measures may be available in some cases before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. These may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. When a complaint of sexual misconduct is received, the Title IX Coordinator or his or her designee will: promptly contact the Complainant to discuss the availability of supportive measures; consider the complainant's wishes with respect to supportive measures; inform the complainant of availability of supportive measures with or without filing a complaint; and explain to the complainant the process for filing a Formal Complaint. The Title IX Coordinator will determine appropriate accommodations for the Complainant or other necessary remedial short-term actions. In some circumstances, emergency removal of a student may be warranted.

### **Investigation**

An investigation will occur in response to a Formal Complaint or if the Title IX Compliance Team deems it appropriate. Both the Complainant and Respondent will receive written notice of the allegations contained in the Formal Complaint. The investigation will be conducted by an appropriately trained member of the Title IX Compliance Team or his or her appropriately trained designee. The Investigator(s) will:

- Identify the policies allegedly violated;
- Prepare the notice of charges based on the initial investigation;
- Provide an equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence;
- Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the Respondent;
- Conduct a thorough, reliable, and impartial investigation. Witnesses may or may not be given notice prior to the interview;
- Send written notice of any investigative interviews, meetings, or hearings to the parties;
- Send the parties and their Advisors evidence directly related to the allegations, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- Send the parties, and their Advisors, an investigative report that fairly summarizes relevant evidence, with at least 10 days for the parties to respond; and
- Complete the investigation promptly and without unreasonable deviation from the intended timeline.

The role of the Investigator(s) is to engage in fact-finding. The Investigator(s) will not reach a determination regarding the responsibility of a violation of this Policy.

## **Live Hearing**

Following the conclusion of the investigation of a Formal Complaint or other incidents the Title IX team deemed appropriate for investigation, the school will hold a live hearing. The live hearing will be conducted by the Hearing Officer or his or her designee. The Hearing Officer must be someone other than the Title IX Coordinator or the Investigator.

At the live hearing, the Hearing Officer will permit each party's Advisor to ask the other party and any witnesses all relevant questions. At the request of either party, the entire live hearing (including cross-examination) may occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. If a party does not have an Advisor present at the live hearing, the school will provide, without fee or charge to that party, an Advisor of the school's choice. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Privileged information (e.g., medical records, attorney-client privileged information) is not relevant or admissible without the consent of the party.

### *Prior to the Hearing*

Following the conclusion of the investigation, the Title IX Coordinator or designee will promptly notify the parties of the date, time, and place of the hearing and the time that each party should appear. No later than five (5) business days before the hearing, the following should occur:

- The parties will provide the Title IX Coordinator or designee with the names and contact information of any witnesses they wish to have the Hearing Officer call;
- The parties will notify the Title IX Coordinator or designee of the name of his/her Advisor; and
- The parties will notify the Title IX Coordinator or designee if he/she needs an Advisor.

No later than three (3) business days prior to the hearing, the following should occur:

- The Hearing Officer will be provided with the investigation report and determine what witnesses are to appear;
- A party will state in writing if he/she believes the Hearing Officer is biased or has a conflict of interest;
- The Title IX Coordinator or designee will notify the witnesses of their required presence at the hearing and of the date and time;
- The parties will be informed of the names of the witnesses to be called unless there is a compelling safety reason for nondisclosure;
- The parties will provide any additional documents they wish to make available to the Hearing Officer and;

No later than two (2) business days prior to the hearing,

- Any participant in the hearing who requires special accommodations should notify the Title IX Coordinator or designee; and
- If desired, a party must request the hearing occur in separate rooms.

### *At the Hearing*

The Hearing Officer will chair the hearing and oversee the proceedings. The hearing will be recorded. Only relevant cross-examination and other questions may be asked of a party or witness. Before a party or witness answers a cross-examination or other question, the Hearing Officer will first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.

The following parties may ask questions that are relevant to the complaint:

- The Hearing Officer or designee;
- The parties (on direct examination); and
- The parties' Advisors (on cross-examination)

### *Following the Hearing*

Following the hearing, the Hearing Officer will issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, the rationale for the result as to each allegation, any disciplinary sanctions imposed on the Respondent, and whether remedies will be provided to the Complainant. The written determination will be sent simultaneously to the parties, along with information about how to file an appeal.

### **Appeals**

After the hearing, either the Complainant(s) or Respondent(s) may appeal the determination regarding responsibility or the dismissal of a Formal Complaint based on three grounds only:

- (1) The procedural irregularity that affected the outcome of the matter;
- (2) New evidence that was not reasonably available at the time the determination was made that could affect the outcome of the matter; and/or
- (3) The Title IX Coordinator, Investigator(s), or Hearing Officer had a conflict of interest or bias for or against one of the parties that affected the outcome of the matter.

### **Appeal Procedures**

All appeals must be sent within five (5) business days of the Hearing Officer's written determination of responsibility. Any party who files an appeal must do so in writing to the Title IX Coordinator. Acceptable means of notification include email, facsimile, hand-delivered notification, or postal delivery. The Title IX Coordinator will share the appeal with the Title IX Compliance Team, who will accept or deny the appeal based on the evidence provided (see criteria below). If the appeal is accepted, it will be shared with other concerned parties. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final.

If the Title IX Compliance Team determines that a material procedural or substantive error occurred, the Title IX Coordinator may return the Formal Complaint to the Hearing Officer with instructions to correct the error. In rare cases, where the procedural or substantive error cannot be corrected by the Investigator or Hearing Officer (as in cases of bias), the Title IX Coordinator may, upon advice from the Title IX Compliance Team, order a new investigation and/or hearing on the complaint. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

If the Title IX Compliance Team determines that new evidence should be considered, the grievance will be returned to the Hearing Officer to reconsider only the new evidence. The reconsideration of the Hearing Officer is not appealable.

The Title IX Coordinator and/or Hearing Officer will render a written decision on the appeal to all parties as soon as possible thereafter from hearing of the appeal.

## **COMPLAINT AND GRIEVANCE PROCESS PROVISIONS**

### **Time Periods**

JRMC School of Nursing will render a determination in a reasonably prompt and equitable manner following the filing of a Formal Complaint/grievance.

For purposes of calculating all time periods set forth in this Complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and JRMC School of Nursing closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise. If this step is necessary, the Title IX Compliance Officer or his or her respective deputies will notify the Complainant who filed the grievance in writing within the set timeline.

### **No Retaliation**

Retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes discriminatory employment or educational practice or policy is prohibited by JRMC School of Nursing policy and federal and state law. A person who believes retaliation has occurred should notify a Title IX Compliance Officer as soon as possible.

### **False Reports**

JRMC School of Nursing will not tolerate intentional false reporting of incidents. It is a violation of the Codes of Conduct governing the school to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### **Office for Civil Rights Complaint**

Although reporting parties are encouraged to attempt to resolve complaints pertaining to discrimination by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Kansas City Office). Information regarding applicable timelines and procedures is available from OCR.

Absent new evidence, JRMC School of Nursing will not re-hear a complaint if the same complaint allegations have been filed by the Complainant against the same Respondent with another civil rights enforcement agency of the federal, state, or local government or through JRMC School of Nursing internal complaint procedures, including due process proceedings.

### **Effective Date**

This Policy will be effective upon formal adoption. JRMC School of Nursing reserves the right to make changes and amendments to this policy and procedure as needed.

## **INFORMAL RESOLUTION**

JRMC School of Nursing offers and facilitates informal complaint resolution options, such as mediation or restorative justice. Both parties must give voluntary, informed, written consent to attempt informal resolution. This process is voluntary. Informal resolution is unavailable to resolve allegations that an employee sexually harassed a student.

### **Referral Services:**

Following are the crisis services contacts we provide as referrals to students, faculty, staff, and guests of JRMC School of Nursing:

Jefferson County Rape Crisis Hotline  
(870) 541-5387 or (870) 541-7100

Southeast Arkansas Behavioral Healthcare  
2500 Rike Drive Pine Bluff, AR 71603 (870) 534-1834

New Hope Counseling  
3006 S. Olive Street Pine Bluff, AR 71603 (870) 534-8910

CASA Women's Shelter  
(870) 535-0287

Pinnacle Point of Pine Bluff  
109 Frankie Lane White Hall, AR 71602 (870) 247-3588

National Sexual Assault Hotline  
Free & Confidential 24/7 (800) 656-HOPE (800-656-4673)

### **Student Bill of Rights and Responsibilities**

The student's capacity for critical judgment and independent search for truth should be encouraged.

Students should exercise the right to learn and to teach with responsibility. The students' right to learn should be protected by policies and procedures provided by the institution.

Race, creed, sex, age, or marital status should have no bearing on the decision of admittance to this institution under any circumstances.

The student is responsible for learning required material for enrolled courses; however, reserves the right to reasonably question views offered in a course and to reserve judgment about a matter of opinion.

Students should be protected against prejudiced academic evaluation through established procedures.

Confidential information concerning student views, beliefs, personal life, and political association required by instructors should not be released without the consent of the student. Personal privacy is the right of the student, provided that the welfare of others is respected.

A means should be defined for the participation of students in the development of institutional policies affecting the student body.

The student has the right to have printed material available to him/her that specifically states the policies, procedures, and standards of conduct that could affect the student's standing in school.

It is the responsibility of the student to know the standards of conduct published in the student handbook or through other means.

The student shall have the right to have access to a workable grievance procedure and be present at any hearing of their grievance. In the event that a student's grievance is declared invalid, the student has the right to written clarification of the decision.

It is the right of students to have a voice in the determination of the school curriculum.

It is the right of students to have clarification of grading policies for each course.

The student should have access to his/her record and should have knowledge of its disclosure to any other persons or institutions.

It is the right of students to have a voice in the determination of the uniform code to maintain the highest professional standards.

The School of Nursing should arrange to provide adequate safety precautions for its students.

## **Privacy Policy / FERPA**

The Privacy Policy of JRMC School of Nursing has been established in accordance with the Family Educational Rights Privacy Act (FERPA) as amended; Title 13, Chapter 2, Sub-Chapter 7 of the Arkansas Code; and the federal Gramm-Leach-Bliley Financial Modernization Act of 1999 (GLB Act), and other applicable state and federal laws and regulations. In general, JRMC School of Nursing will not disclose student information to other parties except as required by law, regulation, court order, or other official direction unless requested by the student.

Enrolled students are informed in writing on a yearly basis of the JRMC School of Nursing Privacy Policy in its entirety. A form, signed and dated by the student, is kept in the School office.

### **Family Educational Rights and Privacy Act (FERPA)**

This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Under this law, students may request to examine the institutional records pertaining to them. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Under FERPA, learners have the right to know about the purpose, content, and location of information kept as part of their educational records. They also have the right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information.

Educational records are defined as records that directly relate to a learner and are maintained by an institution or by third-party acting on behalf of that institution. Such records may include written documents (including learner advising files), computer media, video or audiotapes, CDs, film, photographs, or any other record that contains personally identifiable information that is directly related to the learner, such as learner files, learner system databases, and learner projects.

Records not considered educational records under FERPA are private notes of individual staff or faculty (not kept in advising files), police records, medical records, statistical data compilations that contain no personally identifiable information, and administrative records kept exclusively by the maker of the records and are not accessible or revealed to anyone else.

### **Directory Information**

Some information in a learner's educational record is defined as directory information under FERPA. The school may disclose this type of information without the written consent of the learner. However, the learner can make a formal written request to restrict the release of directory information. Learners may withhold directory information by notifying the Registrar in writing within two (2) weeks after the first day of classes. Requests for nondisclosure of directory information will be honored by the school for one year; therefore, requests must be filed with the Registrar upon annual matriculation. Directory information may include name, address, phone number, email address, dates of attendance, degree awarded, and enrollment status.

### **Non-Directory Information**

Non-directory information will not be released to anyone, including the parents of the learner, without the prior written consent of the learner. Faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include social security numbers, learner identification numbers, race, ethnicity, nationality, gender, transcripts, and grades.

### **Prior Written Consent**

Prior written consent is required before the school can disclose any non-directory information.

Prior written consent is not required when the disclosure is made directly to the learner or to other school officials within the same institution when there is a legitimate educational reason. A legitimate educational reason may include enrollment or transfer matters, financial aid issues, information requested by governmental or accrediting agencies, and third-party financial aid processors.

Prior written consent is not required to disclose non-directory information when the health and safety of the learners are in jeopardy or when complying with a judicial order or subpoena.

FERPA also affords learners certain rights to their education records. These rights include

- the right to inspect and review learners' education records within forty-five (45) days of the day the school receives the request;
- the right to request amendments to learners' education records that the learner believes are



inaccurate;

- the right to consent to disclosures of personally identifiable information contained in learners' education records, except to the extent that FERPA authorizes disclosure without consent;
- the right to prevent disclosure of directory information;
- the right to be annually reminded about their rights under FERPA: and
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.
- the right to be annually reminded about their rights under FERPA: and
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

For more information or complaints, write to:

FERPA Policy Compliance Office

US Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

### **Learners Right to Due Process**

The school has established a learner appeal procedure to ensure that each learner receives fair, equal, and consistent treatment. With a learner thinks he/she has not been treated fairly or otherwise wishes a review of an action that has been taken, both the learner and faculty have a responsibility to communicate openly and honestly. The procedure is described fully in the learner handbook, which is distributed on orientation day.

No provision of the outlined procedure usurps a learner's right to seek counsel or relief from any member of the Hospital's Management or Administrative Staff.

### **HIPAA Requirement for Learners**

All institutions in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to a request for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment. To protect patient/client privacy, all personally identifying information must be removed from learner papers, such as care plans and case studies.

Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Learner papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications, which extend beyond the need to know for treatment and/or educational purposes. Clinical agencies are also mandated to follow HIPAA regulations. Learners will, therefore, be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation. HIPAA is a Federal law. Penalties for wrongful disclosure range from fines up to and including imprisonment.

This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Under this law, students may request to examine the institutional records pertaining to them. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

## **Student Employment**

Any student may secure employment on scheduled days off.

Although Faculty does not recommend that a student work while attending school, we are aware that in some cases, this is unavoidable.

The student is expected to use good judgment in determining the number of hours of employment in relation to school responsibilities.

The School of Nursing assumes no responsibility for any student engaged in gainful employment.

Employment will not take precedence over any educational requirements.

The Student Uniform of JRMC School of Nursing is to be worn only when performing in the role of a nursing student engaged in activities scheduled by the school.

Any student who wishes to apply for employment as a Patient Care Tech at Jefferson Regional Medical Center must do so through the Human Resources Office of Jefferson Regional Medical Center. The following guidelines are recommended:

1. To participate in the work option, the student should have completed Level I.
2. To continue participation in the work option, the student should earn a grade of "C" on the final grade in the current course of study.
3. Participants should not work more than 16 hours per week.
4. Student uniform will not be worn.
5. A skills list indicating items that have been taught in JRMC School of Nursing should be evaluated by Nursing Service personnel for each student employed before allowing student employee to function in the clinical area.
6. Scheduled work times will not conflict with scheduled class and clinical.

## **Job Placement**

Job placement services are provided for students through the JRMC Human Resources department. These services are available to students seeking part-time employment while in school, as well as for the graduate seeking full-time employment.

Although the school does provide placement assistance upon graduation, the student is still ultimately responsible for obtaining employment and must seek job openings, prepare and send resumes, prepare for

interviews and conduct himself/herself in a professional manner during the employment process. The Student understands that the student's college record and the efforts he/she puts into a job search have a significant effect and impact on his or her ability to find suitable employment. THE SCHOOL HAS NOT AND DOES NOT GUARANTEE OR MAKE ANY REPRESENTATION OR WARRANTY OF ANY KIND OR NATURE (EXPRESS, IMPLIED OR OTHERWISE) REGARDING OR WITH RESPECT TO THE AVAILABILITY OR SUITABILITY OF EMPLOYMENT, ANY LEVEL OF COMPENSATION UPON EMPLOYMENT, OR ANY OTHER MATTERS RELATING TO EMPLOYMENT AND EMPLOYMENT OPPORTUNITIES AFTER GRADUATION OR COMPLETION OF ANY COURSE WORK AT THE SCHOOL

## Formal Complaints

A complaint is a formal, written, signed statement, or allegation against the nursing program or any of its employees.

Formal complaints about the Nursing Program, students, or any employees must be submitted in writing to the Director. All formal complaints will receive a written response from the Director with a resolution of the complaint noted.

A record of formal complaints will be maintained and kept in the Director's office.

- The Curriculum Committee will review the formal complaints and the written responses annually to validate that all complaints were responded to in writing.
- All formal complaints will be reported to accrediting bodies.
- The report will include the number of complaints, type of complaints, and written responses to the complaints.

## Student Grievance Procedure

Please refer to the following definitions in regards to an academic appeal and an academic grievance.

### Definitions

An *academic grade appeal* is a process that allows the student the ability to request a review of circumstances in relation to a decision that has been made in regards to his/her **academic progress or an academic award**. This is a formal request asking for a change in decision that has been made or an exception to the policy.

An *academic grievance* is a complaint process in which the student feels that an unresolved injustice/unfairness has occurred. It is an action where the individual alleges that his/her rights have been violated without a rational basis or done in bad faith. The projected grievance must meet all of the following conditions:

- a. It must address a concern, decision, or judgment for which there is no existing policy/procedure to follow; **it must not involve a grade.**
- b. It must be a situation for which the School of Nursing can identify a solution.

*School Days* are defined as Monday through Thursday. Friday is not considered a day of consecutive attendance by the student.

### **Academic Student Grade Appeal Process**

The appeal process should be initiated within (5) five school days of the grade, disciplinary action, or academic circumstance in question occurring.

A student appealing a grade, disciplinary action, or academic circumstance is required to adhere to the following process:

- a. Submit a written request for a conference to the instructor in which the grade, disciplinary action, or academic circumstance is in question within (2) two school days.
- b. If the problem is not resolved with the instructor, the student should schedule an appointment with the course lead/Coordinator within (2) two school days.
- c. If a solution is not reached, the student will meet with the Program Director within (2) two school days.
- d. Only after following all of the above steps, the student may then appeal to the Curriculum Committee. The students should submit a written request for a hearing to the Committee Chairperson within (3) three school days of the scheduled meeting with the Program Director. The decision of the Curriculum Committee is final. The student will receive the outcome of the grade appeal process by the Program Director.

When the student appeals for a failing grade, the academic appeals process will begin. This process may last a maximum of (9) nine school days. If the next sequential course is in progress during the appeals process, the student will be allowed to attend classroom activities while the appeal is under review. If the appeal resolution process is in favor of the student, the student will continue with coursework as outlined in the JRMC School of Nursing curriculum without penalty. If the appeal resolution process does not decide in favor of the student, the student will be administratively withdrawn from JRMC School of Nursing, and a failing grade ("F") will be placed on the student's transcript for the appealed course.

### **Student Appeal of SAP**

To initiate the appeals process outlined in the JRMC School of Nursing Catalog, the student must submit a detailed letter of appeal within (5) five school days. The letter must include: unusual and extenuating circumstances of why the student did not meet SAP policy and what has changed to ensure SAP should the appeal be granted. The appeal process will be followed.

### **The Academic Student Grievance Process**

The grievance procedure should be initiated within (5) five school days of the incident occurring.

A student grieving an action or circumstance is required to adhere to the following process:

- a. The student will submit a written request for an appointment with the instructor or individual involved in the situation and a summary of the situation, which will include all pertinent facts. The student, by appointment, confers with that instructor or individual. If the problem is not resolved, proceed to the next step within (2) two school days.
- b. The student bears responsibility for bringing the grievance to the attention of the Faculty Curriculum Committee through his/her instructor or the Director. If the problem is not resolved, proceed to the next step within (2) two school days.

1. The Curriculum Committee Chairperson will notify the student of the hearing date within (2) two school days of the submission of the request.
2. The student may have (1) one person (parent, friend, or significant person other than an attorney) present during the grievance. The individual may not address the panel, speak on behalf of the student, question witnesses, or otherwise participate in the hearing.
3. Any SON Faculty/Staff directly involved in the grievance process may not be present for the student hearing or be allowed to participate in any voting activities. An alternate school official will be appointed as a stand-in.
4. Following the hearing, the Curriculum Committee Chairperson will notify the student of the decision in writing within (2) two school days.
5. If the student is not satisfied with the decision or does not receive a response within (2) two school days, proceed to the next step within (2) school days. The student requests in writing an appointment with the Administrator of Jefferson Regional or his designee.
6. The student, by appointment, confers with the Administrator or his designee. The administrator has (2) two school days to meet with the student and make a decision regarding the appeal. The decision of the Administrator is final. The student will receive the outcome of the grievance process from the Program Director.

The grievance process may last a maximum of (19) nineteen school days. If the next sequential course is in progress during the grievance process, the student will be allowed to attend classroom activities while the grievance process is underway. If the grievance resolution process is in favor of the student, the student will continue with coursework as outlined in the JRMC School of Nursing curriculum without penalty. If the grievance resolution process does not decide in favor of the student, the school policy/procedure will be followed relative to the topic of the grievance.

## Student Records

Records are kept on each applicant, student, and former student of JRMC School of Nursing.

In compliance with the Family Rights and Privacy Act, the following documents are to be noted by students and alumni as permanent records of their education at JRMC School of Nursing. The Director of JRMC School of Nursing is the person responsible for these records.

1. Accepted applicants who do not enter.
2. Admission documents will be kept (3) years
3. Graduates and non-graduates: (until five (5) years after graduation).
  - a. Student application
  - b. Application checklist
  - c. Transcripts from other schools
  - d. Correspondence relating to acceptance, withdrawal, and/or re-admission
  - e. Pre-entrance test results
  - f. Authorization
4. Graduates and non-graduates' transcripts are permanent records
5. Financial aid documents are kept five (5) years after graduation.

6. Health records will be kept for six months after graduation.

## **Transcripts and References**

Transcripts will be provided upon written request from students, former students, or graduates.

Transcripts will not be provided upon telephone or verbal request.

The first copy of a transcript will be at no charge. Thereafter, a fee of \$6.00 will be charged for each copy.

Transcripts will not be provided to anyone with an outstanding balance or who has not met obligations to the School of Nursing.

All current student and former student records are confidential and will not be released to outside agencies, etc., without the written authorization of the student or former student. Forms are available in the School of Nursing Office.

Requests for references from employers of graduates will be completed only if accompanied by a signed release. Requests received without the required release will be returned to the sender with a release form to be signed by the graduate who is requesting the reference. The referral will be completed upon receipt of the signed release form.

Information provided by the school regarding a student or former student will be to verify enrollment only.

Telephone numbers, addresses, parent's names, grades, employment classification, or other personal information will not be given without permission from the student.

## **Vacation Holiday Time**

Holidays for the School of Nursing are the same as observed by Jefferson Regional Medical Center. These are New Year's Day, Martin Luther King Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, and Christmas Day.

Vacation time is taken between semesters and terms as scheduled on the school calendar.

## **Voluntary Withdrawal**

A student may voluntarily withdraw for the following reasons:

- A. Personal illness or injury
- B. Dependent care of a spouse, parent, or child
- C. Pregnancy
- D. Personal reasons

- E. Withdrawal Failing (prior to the end of course)
- F. Withdrawal Passing (prior to the end of course)

Voluntary withdrawal from the school requires that the student meets with the current faculty advisor. The student must complete and sign a form specifying the reasons and circumstances of the withdrawal. The identification badge must be turned in to the School office at the time of withdrawal.

## **Witnessing Documents**

Students are not permitted to sign or witness any legal documents or other documents signed by patients and/or families, even at the request of a lawyer or patient. These documents must be witnessed by an employee of the hospital. Students and instructors are not to witness signatures of documents under any circumstances. Always refer to such a request to the Charge Nurse or his/her designee.

## **Grading System and Grading Policy**

Scholastic ratings are determined by the student's performance in the theoretical and clinical components of the curriculum. To pass each nursing course, the student must have an average of at least 78% on all exams plus any math component for that course. Final grades in each course will be calculated in the following manner.

- A. Average percentage score for all Unit Exam
- B. Plus percentage score for the Final Exam
- C. The overall average percentage for Exams/Math plus the final exam average must be 78% or greater.
- D. If that percentage is less than 78%, the student has failed the nursing course.
- E. If that percentage score is 78% or greater, other points (quizzes and assignments) accumulated by the student will be averaged into the overall final course grade in the manner described in the Student Handbook and Syllabi.
- F. Rounding will not occur at any time.

The following grading system is utilized at the School of Nursing for all nursing courses:

<b>Letter Grade Points</b>	<b>Interpretation</b>	<b>Numerical Grade</b>	<b>Value</b>
A	Excellent	93-100	4
B	Above Average	85-92	3
C	Average	78-84	2
F	Failure	77 & Below	0
S	Satisfactory (Clinical Only)		0
U	Unsatisfactory (Clinical Only)		0
W	Withdrawal		0
W/P	Not included in GPA & Hours Attempted		0
W/F	Is included in GPA & Hours Attempted		0



## **Satisfactory Academic Process (SAP)**

All Jefferson Regional Medical Center (JRMC) School of Nursing (SON) students are required to maintain Satisfactory Academic Progress (SAP) toward graduation. SAP must be maintained in order to remain eligible to receive assistance under the Title IV, HEA Programs. SAP sets minimum standards for program completion, course completion, and cumulative grade point average. SAP is measured at the end of each course in the term/semester and is checked prior to disbursement of financial aid.

### **Policy**

All schools participating in Federal Student Aid (FSA), Title IV, and military benefits are required by federal regulations to monitor and document SAP properly. These standards apply to all students enrolled in the Associates of Occupational Studies degree in Registered Nursing and are used to measure satisfactory progress toward graduation. This policy is provided to all students prior to the first class session and is consistently applied to all students.

This policy determines academic standards that all students must meet and sets a schedule of measuring the achievement of quantitative and qualitative standards, as well as the maximum time frame allowed to achieve SAP.

The SAP policy for Title IV and military students is consistently applied and identical to the school's actual measurement and used to monitor quantitative and qualitative standards as well as the maximum time frame for students enrolled in the same educational program who are not receiving Title IV financial aid.

### **Evaluation Periods**

At each formal SAP evaluation, at the mid-point of each course and at the end of each term/semester), the SON checks:

- \*Qualitative Measure (grade-based)
- \*Quantitative Measure (pace based)
- \*Maximum time frame

A compilation of grades is used to evaluate SAP and is placed in each student file.

### **Academic Year Definition**

Academic Year Minimums

- \*Academic progress is measured by credit hours.
- \*Minimum instructional time requirement per semester is 16 weeks.
- \*An academic year is defined as 32 weeks.

### **Quantitative Measure**

SAP requires students to attend a minimum of 67% of their educational program in no longer than 100% of the length of the program as measured in credit hours. A final evaluation is conducted at the end of each term/semester to determine if a student has the minimum requirements.

The pace is calculated by dividing the total number of credit hours successfully completed by the total number of credit hours attempted for all courses. At the end of each evaluation period, the SON determines if students have maintained at least 67% course completion rate since the beginning of the semester. This indicates that, given the same completion rate, the student will graduate within the maximum time frame allowed.

Withdrawn courses are counted as attempted credit hours that are not successfully completed for the purpose of calculating the successful course completion rate. Failed and repeated courses are counted in the calculation as credit hours attempted. The SON has no provisions for remedial course work, non-credit courses, or pass/fail grades. These activities have no effect on SAP. The successful course completion rate requirements and academic remedies are detailed in the SAP Progress Table in the SON catalog.

Full-time students are scheduled to attend 12-15 semester credit hours, and part-time students are scheduled to attend 9-11 credit hours, half time students are scheduled at 6-8 credit hours and less than half time students are scheduled at 1-5 credit hours.

### **Checking SAP**

- Students will meet with their individual advisor at mid-term of the course in the term/semester, and if there are any issues with SAP compliance, will be placed on Academic & Financial Warning.
- Student's SAP final evaluations occur at the end of a term/semester.
- Each evaluation includes qualitative, quantitative, and maximum time frame standards.
- The SON reviews all courses taken toward a student's program of study.

At the time of review, any student who is not in compliance with SAP standards is placed on Academic/Financial Warning. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

### **Qualitative Measure**

A grade of "C" is required to pass a course. A grade of "C" or higher is required on all graded assignments and evaluations in all courses. Completion of the mandatory, faculty-prescribed remediation is required on all graded assignments and evaluations where a "C" grade has not been achieved. Should the mandatory, faculty-prescribed remediation not be completed, an "F" grade will be assigned on the corresponding assignment or evaluation. Failure to complete any required learning activity may prevent a student's progression to the next level or graduation from an academic program. Any course with a failing grade must be repeated. If the course is a pre-requisite for a higher level course, it must be completed before progressing in the academic program.

Students must also achieve specific cumulative GPA requirements at certain points during enrollment at the SON to meet SAP. These requirements are detailed in the SAP Table in the SON catalog. In order to avoid being placed on academic probation, a student must achieve a cumulative grade point average of 2.0

at the end of each term/semester and a cumulative grade point average of at least 2.0 to graduate from the program.

Students receive a letter grade, as indicated in the SON catalog and are based on the end of semester evaluation. Students who receive an "F" are required to repeat the course. Students who fail a course must retake and pass the course in order to progress to any courses for which the failed course is a pre-requisite. Those who wish to repeat a course in order to improve the grade may be allowed to do so at the discretion of the Director. Students must pay for all repeated coursework and any updated required course materials. In some instances, students may be eligible to receive Title IV for repeated coursework.

## SAP Table

Total Credit Hours Attempted	Academic/Financial Warning or Probation if CGPA is below	Academic/Financial Warning or Probation if course completion rate is below
1 - 12	2.0	67%
13-25	2.0	67%
26-38	2.0	67%
39-51	2.0	67%
52-72	2.0	Maximum Time Frame

Semester 1 (Credit hours 1-12)	Foundations of Nursing
Semester 2 (Credit hours 13-24)	Adult Health / Pharm I
Semester 3 (Credit hours 25-36)	Maternal Child Nursing Care / Transitions
Semester 4 (Credit hours 37-48)	Adult Health II / Pharm II / NCLEX

**I - Incomplete** – is recorded when a student is unable to complete the coursework by the end of the semester or a six-week time frame is required. If a student fails to complete the required coursework by the end of the six-week time period, or if additional remediation is required and reasonably believes that, with additional time, he/she could fulfill the requirements, the student should request an incomplete status from the course instructor. The decision to grant this request is at the discretion of the Program Director.

When an Incomplete status is granted, both the student and the Course Lead/Director must agree in writing on provisions for the make-up and/or remedial work. The Incomplete status cannot extend beyond the six-week time frame. When all required make-up and/or remedial work is completed in a satisfactory manner, and within the allowed time frame, the instructor will request that the incomplete status change to the letter grade earned. Failure to complete the required work within the allowed time frame will result in a failure of the course, and the incomplete status will be changed to an "F" grade.

**W – Withdrawal** – is recorded when a student officially withdraws from a course. Withdrawals have no effect on GPA; however, course credit hours will be considered as attempted but not completed for the purpose of calculating the maximum time frame and course completion rate portions of SAP.

**R – Repeat** – replaces the grade in the previous attempts when a course is repeated. The new grade is used in GPA calculation. All attempts count toward the maximum time frame (150%) for program completion.

**TC – Transfer Credit** – is recorded when the requested transfer credits have been approved. In order to receive credit, an official transcript must be requested by the student directly from the institution attended. Specific grades for courses transferred from another institution are not recorded.

### **Maximum Time Frame**

Each student must successfully complete the educational objectives of the academic program within a maximum time frame not to exceed 150% of the normal program length. This will be measured by limiting learners to attempting 1.5 times or 150% of the number of credit hours in the program. For example, the total credit hours that may be attempted (maximum program length) for a 48 semester credit hour program is 72 credit hours or 150% of 48.

The maximum time frame is measured at the end of each term/semester.

If a student is meeting SAP before the beginning of a term/semester, but will exceed the maximum time frame after the end of the term/semester, the student must submit a successful appeal to extend the maximum time frame to at least the end of the term/semester.

### **Academic/Financial Warning**

This will occur during mid-point advisement during the current class. Students are told of their potential grades in the current class and how it will affect the SAP for the current and upcoming terms. All that is required is advisement and a clarification of what will be needed for future grades in order to maintain SAP. No financial aid information is needed at this time. A copy of the student's grades must accompany the academic/financial aid warning.

### **Academic and Financial Aid Probation**

Any student on Academic/Financial Warning who does not meet the SAP requirements will be placed on Academic and Financial Probation. Probationary statuses will occur at the end of the semester. The student will be given one term (16 weeks) to raise SAP to required standards or will lose their financial aid eligibility and will be withdrawn from JRMC SON. Students will be monitored on their progress at mid-term of each class in the semester, and a decision may be made at that time whether the student may complete the term.

### **Academic and Financial Suspension**

Students failing to satisfactorily maintain the SAP standards during the probationary period will be withdrawn from school and are no longer eligible to participate in Title IV FSA programs. The official withdrawal process will begin with the advisor and financial aid.

### **Reinstatement**

Students who wish to return to JRMC SON to complete their program of study must meet with the Program Director. The Director will research the student's progress and advise a plan that will help the student again become eligible to meet the requirements of SAP in all three components (GPA, pace, and maximum time

frame). Students must return to the same status as they were when last attending the program. The student will have one term to meet these standards.

In addition to meeting all reinstatement requirements, the following timeframes will be adhered to when reconsidering reinstatement applicants:

1. If a student applies for reinstatement to begin instruction within one calendar year of the official date of withdrawal, the student may be considered for reinstatement at a point in the program to be determined by a Program Coordinator.
2. If a student applies for reinstatement after one calendar year from their official withdrawal date, the student must meet and will only be considered to reenter the program at the discretion of the Director.
3. If a student has been reinstated into the program and is unsuccessful, the student will no longer be eligible to apply for reinstatement.
4. The student will not be eligible for Title IV financial aid funds upon return.
5. All financial balances must be paid in full before returning to JSON.

It will be the student's responsibility to make satisfactory monetary payments for the repeated term. When the SAP standards are met, he/she may be eligible to receive Title IV funding for the following term.

In order for a student to re-establish their financial aid eligibility upon return is through the appeal process. The reinstatement process must begin before and completed before class starts. There will be NO exceptions to this policy.

*Revised November 18, 2020*

# Student Advisement Form



## STUDENT ADVISEMENT FORM

STUDENT NAME \_\_\_\_\_ SSN \_\_\_\_\_

**ACADEMIC & FINANCIAL WARNING (Mid-point)**

Students are advised if their GPA will fall below the satisfactory completion rate/pace and/or they will fail to satisfactorily complete 67% of the credit hours in which they enroll.

**ACADEMIC & FINANCIAL PROBATION (End of term)**

Students are advised that they are being placed in a probationary status and they have failed to satisfactorily maintain one of the components of the Satisfactory Academic Progress policy. The student will have one term to bring the SAP into compliance or they will be on academic suspension. If the student does comply with their academic plan and regains satisfactory academic progress, they will be removed from this status.

**ACADEMIC & FINANCIAL SUSPENSION (End of term)**

Students that fail to maintain satisfactory academic progress for two consecutive terms will be suspended from the school and will lose their financial eligibility.

Qualitative		GPA must be 2.0	or more
Quantitative		Att hrs divided by	earned hrs > 67%
Maximum Time Frame		Can attempt no more	than 72 hours to finish program

Advisement notes discussed: There are three more theory exams for a total of 6 exams in the Med-Surgical N201 course. Student has 144/200 which is 72.00%. Student will need to obtain at least 475/600 to meet the requirement of 78% to sit for Final exam. This is to advise that the student is on FA/Academic Warning and must bring her/his GPA to 2.0, by the end of the term in order to advance to the next course.

This is to certify that I have been advised of my unsatisfactory compliance in the area of Satisfactory Progress and I understand the information discussed during my advisement sessions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Date

# Satisfactory Academic Progress Appeal Form

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

JRMC SON students are required to have a mitigating circumstance in order to apply for an appeal.  
Note: A mitigating circumstance is an unusual, unexpected, or non-recurring event beyond the student's control. Examples for which an appeal may be filed include, but are not limited to, personal illness, injury, undue hardship, or death in the student's immediate family.

**Please make sure to add your name & student number on each page you submit with your appeal form.**

Student Name \_\_\_\_\_ Student # \_\_\_\_\_

Email address \_\_\_\_\_ Phone # \_\_\_\_\_

**Please answer the following questions on a separate sheet of paper. Your answers may be typed or legibly handwritten. Failure to answer the questions and provide the required documentation will result in denial of the application.**

1. Provide a statement detailing the mitigating circumstances that caused you to perform poorly or not complete your degree in the timeframe allowed and how it affected your performance.
2. Provide a statement explaining the steps you have taken to remove your mitigating circumstances and explain whether the circumstances have been remedied.
3. Provide a document that supports the statement above. PLEASE ATTACH THE DOCUMENT(S) REGARDING THIS ISSUE.

**Types of documents: Please check all applicable documents that you are attaching:**

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Fire Dept. Reports	<input type="checkbox"/> Medical Records
<input type="checkbox"/> Death Certificate	<input type="checkbox"/> Police Reports	<input type="checkbox"/> Obituary Notice
<input type="checkbox"/> Hospital Bills	<input type="checkbox"/> Drs. Statement	<input type="checkbox"/> Other

**Student Acknowledgement:**--I hereby request that my case be reviewed for possible reinstatement of my financial aid.

--I have attached all documentation needed to explain my mitigating circumstances.

--I understand that only exceptional cases, which can be documented, will be approved.

--I also understand that I am responsible for any balances on my account, and I agree to make necessary payments in the event my SAP application is not approved.

--I understand that all appeals must be submitted by deadlines. Appeals submitted after the final deadline will NOT be reviewed; all appeals are final and cannot be overturned.

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

## **Financial Aid Appeal**

Only reasonable explanations for not meeting SAP will be considered in the appeal. A student granted a favorable decision in the appeal will be put on Academic and Financial probation and is entitled to receive Title IV funding, only if he/she is in full compliance with the terms of the probation.

If the appeal is approved by the SON, the student may be placed on probation after it is determined that the student did not meet SAP during a previous evaluation period. Probation will be for one additional term/semester during which the student remains eligible for Title IV aid. The academic advisor will develop an academic plan to help him/her achieve the required SAP standards. The financial aid appeal must begin and be completed before the anticipated class start. The student will need to meet with both academics and financial aid. The SAP Committee will meet and discuss the appeal, and a letter will be sent with the approval or denial of the appeal. There are NO exceptions to the decision.

Upon completion of the plan, the student will either be (1) within SAP, (2) have completed the program, or (3) new status makes the student ineligible for Title IV funds because they failed to meet SAP standards.

## **Withdrawals**

Students who withdraw prior to completion of the course and wish to re-enter the program will return in the same SAP status as at the time of withdrawal.

Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer credits accepted toward the completion of a student's program are counted as both credit hours attempted and credit hours completed but excluded from GPA calculations.

## **Official Withdrawals**

Students who complete the formal withdrawal process by submitting a signed copy of the withdrawal form is the date used to notify the SON that the student plans to withdraw or to indicate the date of the determination of the last date of attendance, whichever is later.

## **Unofficial Withdrawals**

If a student stops attending the SON without providing official notification, the date of determination will be assigned by the SON but will be no later than 14 calendar days after the last day of attendance.

The Registrar's Office will submit a copy of the withdrawal paperwork to the Financial Aid department and will record information to the appropriate authorities.



## Clinical Experience Grade (Evaluation)

The daily clinical performance will be evaluated in the acute/long-term setting. At the end of each clinical week, the clinical instructor will document student progress toward achievement of program student outcomes using the following scale. Each program student outcome has criteria that must be met in order to achieve satisfactory performance. If the student scores more than 3 unsatisfactory performance scores or receives one unsatisfactory performance score in one of the bolded criteria listed in program student outcomes 1-7, the student will receive an unsatisfactory performance for that week.

The student will have an opportunity to review the instructor's evaluation and make comments.

S – Satisfactory Performance  
U – Unsatisfactory Performance  
NO-Not Observed

Whenever a student received a "U" for their weekly clinical performance, the student's advisor or clinical instructor will counsel the student regarding necessary corrective actions. The student must verbalize and/or write a corrective plan of action. A copy of the counseling details and corrective plan of action will be signed and dated by the student and instructor(s).

If behaviors are not corrected within the time frame outlined in the plan of action, the student will be in jeopardy of failing the course.

A grade of satisfactory in clinical experience is required to pass each nursing course. If the final grade in the clinical nursing experience is unsatisfactory, the grade for the course is reported as "F."

## Communicating Grades

A student's grade on any assignment, test, or course is confidential and is communicated only to the student in person or designee per FERPA guidelines, **with no exceptions**. The grade is not given to any other person, nor is the grade communicated by telephone, email, facsimile (FAX), or text. The only exception to this policy is an incomplete grade, which may be discussed with the student by telephone.

Course grades are recorded on the JRMCS School of Nursing course grade sheet. This form is initiated by the instructor at mid-term and completed at the end of each course. This form is also used to record class and clinical attendance. The student is given a copy of the grade sheet at mid-term and at the final conference.

Final course grades are communicated to the student at the final conference. All fees and tuition must be paid, and books returned to the AHEC Library before a student can get their final grade. The student must schedule the final conference before the day the next course begins.

Following the final conference, the instructor submits the grade sheet and clinical evaluation to the Registrar/Financial Aid Officer, who enters the grade and attendance into the computer. These documents are then filed in the student's permanent folder.

## Standardized Testing

JRMC School of Nursing requires examination through standardized achievement testing in specific areas of the curriculum. Students achieving less than the required score must retake the test. There is a fee for each test.

## Academic Advisement

The faculty advisor conferences with the student every two weeks concerning academic and clinical achievement. Failure to raise the theory grade to a "C" or failure to raise the clinical evaluation to an "S" satisfactory by the end of the semester or term will result in failure of the course.

The student is formally notified that his/her status is in jeopardy because of unsatisfactory performance (academic and/or clinical) or repeated infractions of the hospital and/or School policies, procedures, or standards. Written documentation of such is placed in the student's official file.

At the time a student is advised, he/she is informed of the reason(s) for the action and the schedule of review status. The purpose of the review/advisement is to determine academic and/or professional growth. Following the review, one of the following actions will be taken: (1) continued enrollment or (2) dismissal from school.

## Re-Admission

A student desiring re-entry into the program will be evaluated by the Director and APRG Committee. Re-admission after dismissal will not be considered for any reason other than academic dismissal. A student may be re-admitted to the school only one (1) time following academic dismissal, or a "withdrew failing" recorded on the School transcript. A student who will not be able to complete the program in (25.5) months from the date of initial admission will be re-evaluated on an individual basis. It is recommended that no more than 12 months' elapse between dismissal and re-admission. To be considered for re-admission, the applicant must submit an application for re-admission prior to the date course begins and include a fee of \$35.00 with the application form. Remediation must be completed at assigned prior to readmission.

## Dismissal

The Faculty reserves the right to dismiss or recommend the withdrawal of a student whose attendance, academic standing, or conduct makes it inadvisable for the student to remain in the school and successfully complete the program. A voluntary withdrawal with a failing grade prior to the end of a nursing course will be treated as an academic failure. The only difference is that "withdrew failing" will be recorded on the transcript rather than "F."

Academic – A final theory grade of "C" and a clinical laboratory grade of "S" (Satisfactory) are minimum requirements for each nursing course. Clinical and theory requirements for each nursing course must be met for the student to progress. The earning of a theory grade less than "C" and/or a clinical laboratory grade of "U" will result in course failure academic dismissal.

A clinical nursing course may be repeated only one time. A second withdrawal from the program due to the failure of a nursing course will result in permanent dismissal.

Misconduct – Any behaviors that jeopardize patient safety or adversely affect the school's accomplishment of its' educational goals. The following student conduct may result in dismissal from the program.

- a. Breach of Confidentiality – An unauthorized disclosure of confidential information.
- b. Smoking – [Policy: Smoking Policy](#) JRMC is a smoke-free institution. Smoking is not permitted on any of the hospital's property, which includes the School of Nursing (effective October 1, 2005). The first offense will result in a written warning, the second offense will result in suspension for two (2) school days, and the third offense will result in dismissal from the school.
- c. Professional Substance Abuse - Is defined as the use of a drug in a way that is inconsistent with medical or social norms leading to problems in psychosocial, biologic, cognitive/perceptual, or spiritual/belief dimensions of life.
- d. Cheating on exams and/or course work. Cheating is defined in the cheating policy.
- e. Abusive language or disruptive behavior as described in related policy.

The Withdrawal/Dismissal report will be completed by the lead instructor, Advisor, and/or Director of the School on all dismissed students. On the date of withdrawal, the student must also go to Financial Aid and the Registrar to complete the required paperwork. (See page 56 of Handbook for further information.)

A copy of the Withdrawal/Dismissal report will be placed in the student's permanent record.

## Guidelines

A student must complete a certain percentage of credit hours attempted to be considered as making SAP. A course is successfully completed if a grade of "C" or above has been earned. The successful course completion rate is calculated as the cumulative number of credit hours of courses successfully completed, divided by the cumulative number of credit hours attempted for all courses. Withdrawn courses are counted as attempted credit hours that are not successfully completed for the purpose of calculating the successful course completion rate. Failed and repeated courses are counted in the calculation as credit hours attempted. The SON has no provisions for remedial course work, non-credit courses, or pass/fail grades and these activities have no effect on SAP. The successful course completion rate requirements and academic remedies are detailed in the SAP Table of the SON catalog.

## Satisfactory Academic Progress (SAP) Status

### Appeals to the Satisfactory Academic Progress (SAP) Policy

#### Academic Student Grade Appeal Process

The appeal process should be initiated within (5) five school days of the grade, disciplinary action, or academic circumstance in question occurring.

A student appealing a grade, disciplinary action, or academic circumstance is required to adhere to the following process:

- a. Submit a written request for a conference to the instructor in which the grade, disciplinary action, or academic circumstance is in question within (2) two school days.
- b. If the problem is not resolved with the instructor, the student should schedule an appointment with the course lead/Coordinator within (2) two school days.
- c. If a solution is not reached, the student will meet with the Program Director within (2) two school days.
- d. Only after following all of the above steps, the student may then appeal to the Curriculum Committee. The students should submit a written request for a hearing to the Committee Chairperson within (3) three school days of the scheduled meeting with the Program Director. The decision of the Curriculum Committee is final. The student will receive the outcome of the grade appeal process by the Program Director.

When the student appeals for a failing grade, the academic appeals process will begin. This process may last a maximum of (9) nine school days. If the next sequential course is in progress during the appeals process, the student will be allowed to attend classroom activities while the appeal is under review. If the appeal resolution process is in favor of the student, the student will continue with coursework as outlined in the JRMC School of Nursing curriculum without penalty. If the appeal resolution process does not decide in favor of the student, the student will be administratively withdrawn from JRMC School of Nursing, and a failing grade ("F") will be placed on the student's transcript for the appealed course.

## **Student Appeal of SAP**

To initiate the appeals process outlined in the JRMC School of Nursing Catalog, the student must submit a detailed letter of appeal within (5) five school days. The letter must include: unusual and extenuating circumstances of why the student did not meet SAP policy and what has changed to ensure SAP should the appeal be granted. The appeal process will be followed.

### **The Academic Student Grievance Process**

The grievance procedure should be initiated within (5) five school days of the incident occurring. A student grieving an action or circumstance is required to adhere to the following process:

- a. The student will submit a written request for an appointment with the instructor or individual involved in the situation and a summary of the situation, which will include all pertinent facts. The student, by appointment, confers with that instructor or individual. If the problem is not resolved, proceed to the next step within (2) two school days.
  - b. The student bears responsibility for bringing the grievance to the attention of the Faculty Curriculum Committee through his/her instructor or the Director. If the problem is not resolved, proceed to the next step within (2) two school days.
1. The Curriculum Committee Chairperson will notify the student of the hearing date within (2) two school days of the submission of the request.
  2. The student may have (1) one person (parent, friend, or significant person other than an attorney) present during the grievance. The individual may not address the panel, speak on behalf of the student, question witnesses or otherwise participate in the hearing.
  3. Any SON Faculty/Staff directly involved in the grievance process may not be present for the student hearing or be allowed to participate in any voting activities. An alternate school official will be appointed as a stand-in.
  4. Following the hearing, the Curriculum Committee Chairperson will notify the student of the decision in writing within (2) two school days.
  5. If the student is not satisfied with the decision or does not receive a response within (2) two school days, proceed to the next step within (2) school days.
  6. The student requests in writing an appointment with the Administrator of Jefferson Regional or his designee. The student, by appointment, confers with the Administrator or his designee. The Administrator has (2) two school days to meet with the student and make a decision regarding the appeal. The decision of the Administrator is final. The student will receive the outcome of the grievance process from the Program Director.

The grievance process may last a maximum of (19) nineteen school days. If the next sequential course is in progress during the grievance process, the student will be allowed to attend classroom activities while the grievance process is underway. If the grievance resolution process is in favor of the student, the student will continue with coursework as outlined in the JRMC School of Nursing curriculum without penalty. If the grievance resolution process does not decide in favor of the student, the school policy/procedure will be followed relative to the topic of the grievance.

## Learner Grievances

Learners are encouraged to address any concern and seek resolution directly from the individual Faculty or staff member. If the concern is not resolved at this stage, the learner is invited to escalate the concern to the designated Coordinator if the issue is not resolved at this stage; the learner is invited to escalate the grievance to the appropriate hospital administrator by filing an official written grievance describing the details of the concern. The hospital administrator will investigate the concern with the School Director and respond in writing within (10) business days of receiving the grievance.

The school will make every reasonable effort to resolve grievances promptly. The learner may file a complaint with the corresponding state higher education authority at any time during the grievance process.

As a last resort, the learner who feels that the concern has not been resolved through the grievance process may submit the concern, in writing, to the school's accrediting and approval agencies whose contact information is provided in the Approval, Affiliations, Accreditation section of this catalog.



## STUDENT APPEALS/GRIEVANCE FORM

STUDENT NAME \_\_\_\_\_ ID # \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

**What School policy, department or employee is your appeal/grievance in reference to?**

**Describe the facts associated with your appeal/grievance. Please be as specific as possible, in regard to dates, times and witnesses, if applicable. Attach additional sheets, if needed.**

**Have you attempted to informally resolve this appeal/grievance? If so, explain below with whom you discussed your complaint and the dates.**

**What result are you seeking regarding this specific action?**

By signing below, I acknowledge that the information above is true and correct to the best of my knowledge.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Academic Policies**

### **Statement regarding Arkansas Department of Higher Education Certification**

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement or any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined by Arkansas Code 6-61-301. If you would like further information regarding Arkansas Higher Education, please contact them directly at 501-371-2000 or the website [www.adhe.ark.gov](http://www.adhe.ark.gov).

### **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act of 1974 (FERPA), is a federal law that protects the privacy of learner education records. Learners have specific, protected rights pertaining to the release of such records and FERPA requires that institutions adhere strictly to these guidelines.

Under FERPA, learners have the right to know about the purpose, content, and location of information kept as part of their educational records. They also have the right to expect that information in their educational records will be kept confidential unless they give permission to the School to disclose such information.

Educational records are defined as records that directly relate to a learner and are maintained by an institution or by third-party acting on behalf of that institution. Such records may include written documents (including learner advising files), computer media, video or audio tapes, CDs, film, photographs, or any other record that contains personally identifiable information that is directly related to the learner such as learner files, learner system databases and learner projects.

Records not considered educational records under FERPA are private notes of individual staff or faculty (not kept in advising files), police records, medical records, statistical data compilations that contain no personally identifiable information, and administrative records kept exclusively by the maker of the records and are not accessible or revealed to anyone else.

### **Directory Information**

Some information in a learner's educational record is defined as directory information under FERPA. The School may disclose this type of information without the written consent of the learner. However, the learner can make a formal written request to restrict the release of directory information. Learners may withhold directory information by notifying the Registrar in writing within two (2) weeks after the first day of classes. Requests for nondisclosure of directory information will be honored by the School for one year; therefore, requests must be filed with the Registrar upon annual matriculation. Directory information may include name, address, phone number, email address, dates of attendance, degree awarded and enrollment status.



## Non-Directory Information

Non-directory information will not be released to anyone, including parents of the learner, without the prior written consent of the learner. Faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include social security numbers, learner identification numbers, race, ethnicity, nationality, gender, transcripts, and grades.

## Prior Written Consent

Prior written consent is required before the School can disclose any non-directory information.

Prior written consent is not required when the disclosure is made directly to the learner or to other school officials within the same institution when there is a legitimate educational reason. A legitimate educational reason may include enrollment or transfer matters, financial aid issues, information requested by governmental or accrediting agencies, and third-party financial aid processors.

Prior written consent is not required to disclose non-directory information when the health and safety of the learners are in jeopardy, or when complying with a judicial order or subpoena.

FERPA also affords learners certain rights to their education records. These rights include

- the right to inspect and review learners' education records within forty-five (45) days of the day the School receives the request;
- the right to request amendments to learners' education records that the learner believes are inaccurate;
- the right to consent to disclosures of personally identifiable information contained in learners' education records, except to the extent that FERPA authorizes disclosure without consent;
- the right to prevent disclosure of directory information;
- the right to be annually reminded about their rights under FERPA; and
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

For more information or complaints, write to:

Family Policy Compliance Office  
U.S Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Learners Right to Due Process**

The School has established a learner appeal procedure to ensure that each learner receives fair, equal and consistent treatment. When a learner thinks he/she has not been treated fairly or otherwise wishes a review of an action that has been taken, both the learner and faculty have a responsibility to communicate openly and honestly. The procedure is described fully in the learner handbook, which is distributed on orientation day.

No provision of the outlined procedure usurps a learner's right to seek counsel or relief from any member of the Hospital's Management or Administrative Staff.

## **HIPAA Requirements for Learners**

All institutions in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment. To protect patient/client privacy, all personally identifying information must be removed from learner papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Learner papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications which extend beyond the need to know for treatment and/or educational purposes. Clinical agencies are also mandated to follow HIPAA regulations. Learners will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation. HIPAA is a Federal law. Penalties for wrongful disclosure range from fines up to and including imprisonment.

## **Learner Services/Academic Advisement**

### **Constitution Day**

In commemoration of the signing of the United States Constitution on September 17, 1787, President George W. Bush signed a bill into law on December 8, 2004, designating every September 17<sup>th</sup> as Constitution Day. The School elects to celebrate the observance of Constitution Day annually.

### **Supplemental Learning Resources**

The School offers various resources to support learning. A full-time librarian is available to assist learners with research projects, navigating databases, and support for the learning management systems and other

technologies. Database includes publications from sources such as the National League for Nursing and the American Nurses Association.

## Commencement Ceremony

The School holds a commencement ceremony twice a year, after the completion of each class's course of study. Commencement ceremony dates are listed in the Academic Calendar section of this Catalog and are non-negotiable. Learners who participate in the commencement ceremony may choose to purchase a JRMC School of Nursing pin and honor cords as awarded. Participation in the commencement ceremony does not imply official graduation from the School. Graduation is the completion of all degree requirements as recorded on the official transcript. Commencement is the voluntary ceremony that celebrates the completion of a degree program. Learners are invited to participate in the ceremony upon satisfactory completion of all graduation requirements. Learners may be allowed to participate in the ceremony prior to completing all graduation requirements; however, degrees will not be conferred, nor official transcripts or diplomas issued until all graduation requirements have been met.

## Learner Code of Conduct/Rules and Regulations

The School provides an educational environment that is designed to facilitate learning and academic and professional growth. Learners are coached in professional role behavior throughout their enrollment at the School. Learners must abide by the published Learner Code of Conduct at all times.

Learners must not engage in any unacceptable or illegal behaviors and must abide by all policies, rules, regulations, and laws. Any violation may lead to disciplinary action, including but not limited to, failing grade for an assignment, failing grade in a course, academic probation, or immediate withdrawal from the School.

Learners must not engage in inappropriate or illegal conduct, including but not limited to

- failure to follow directions from faculty, school staff or administration, or collaborators of clinical facilities unless following such directions will cause irreparable harm;
- possession of weapons or explosive materials on the School's experiential learning hubs or sites;
- illegal use, possession, sale, or transfer of drugs or alcohol on the School or clinical premises;
- being under the influence of alcohol or illegal drugs while on the School or clinical premises;
- being under the influence of prescription medications that may affect performance while on the School or clinical premises;
- stealing or willfully damaging any School property or the property of others;
- gambling on the School or clinical premises;
- inappropriate use of the School's or any experiential learning hub's or site's technology resources (For example: sending, accessing, or storing discriminatory, harassing, defamatory, or pornographic material, duplicating or distributing copyrighted material without official permission, or transmitting confidential information);
- the use of foul, abusive, or threatening language toward any other learner, faculty, School staff or experiential learning hub and site employee, or patient;
- disregarding safety requirements or regulations;
- performing any type of indecent act while on the premises of the School or any clinical site;

- dressing inappropriately or lacking personal hygiene while engaged in any school-related activities;
- using electronic devices while engaged in learning activities for texting, games, or other non- course-related activity;
- leaving the clinical sites during the assigned shifts;
- taking unauthorized leaves at any point during a current term; and/or being overly fatigued during clinical due to lack of rest

## **Unlawful /Unprofessional Conduct/Misconduct**

All past, present, or future unlawful or unprofessional conduct could result in a learner's ineligibility for certifications, licensure, or employment.

All past, present, or future unlawful conduct involving the possession or distribution of controlled substances or illegal drugs may result in the loss or suspension of eligibility for Federal Learner Aid.

Prospective learners who are concerned that they may not qualify for certification, licensure, employment or financial aid are advised to perform the necessary research prior to enrollment. The School requires all pre-licensure learners to undergo a criminal background check and drug screening prior to attending direct focused client care experiential learning and reserves the right to deny admission or continued enrollment based on the results.

Any conduct that may jeopardize patient safety or adversely affect the school or hospital's accomplishment of the educational goals may result in dismissal. Such conduct includes but is not limited to: breach of confidentiality; smoking, i.e. vaping and smokeless tobacco in unauthorized areas; substance abuse; cheating on exams or course work; abusive language; and violation of school rules.

## **Drug Free Work Place Policy**

JRMC and the School of Nursing will provide a drug free/alcohol free work place in accordance with the Drug Free Work Place Act of 1988. The unlawful manufacture distribution, dispensation, possession or use of a controlled substance on hospital property or while participating in a school related activity off hospital premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination. Learners involved in violations of this policy may also be subject to legal consequences.

Learners with drug dependency or substance abuse problems are encouraged to seek help in dealing with such conditions through the Employee Health Nurse, where appropriate referrals can be made. Learners are expected and required to report for clinical experience and class on time and in appropriate mental and physical condition. At the discretion of any faculty member, a drug screen may be requested. Any learner receiving financial aid will acknowledge in writing his/her understanding of the imminent loss of financial aid if convicted of a drug related offense.

Any learner convicted of a crime will be required to notify the ASBN Prior to applying for the NCLEX-RN.

## **Substance Abuse Policy**

Drug Tests will be done at Health Care Plus at the learner's expense. If a drug screen is positive, the test will be sent off for further review at an additional cost to the learner. The School requires the learner to submit to drug testing under ANY or all of the following circumstances:

- Upon admission to the program,
- Random testing as required by the clinical agencies or Jefferson Regional Medical Center,
- For cause.

## **Medical Marijuana Policy**

JRMC staff, faculty and learners fall into the category that is designated as a safety sensitive position. The essential duties of the job require the employee/learner to work in a constant state of alertness in a safe manner. A lapse in attention to detail may constitute a threat to health or safety resulting in injury, illness or death.

Employees (or learners) in safety sensitive positions cannot test positive for Medical Marijuana, even if they are a qualifying patient with a Medical Marijuana registry ID card.

## **Standardized Testing**

JRMC School of Nursing requires examination through standardized achievement testing in specific areas of the curriculum. Students achieving less than the required score must retake the test. There is a fee for each test. Retesting does not apply for students attempting to test out of a course(s) for advanced placement.

## **Transcripts and References**

Transcripts will be provided upon written request from students, former students or graduates.

Transcripts will not be provided upon telephone or verbal request.

The first copy of a transcript will be at no charge, thereafter, a fee of \$6.00 will be charged for each copy.

Transcripts will not be provided to anyone with an outstanding balance or who has not met all obligations to the School of Nursing.

All current student and former student records are confidential and will not be released to outside agencies, etc. without the written authorization of the student or former student. Forms are available in the School of Nursing office.

Requests for references from employers of graduates will be completed only if accompanied by a signed release. Requests received without the required release will be returned to the sender with a release form to be signed by the graduate who is requesting the reference. The referral will be completed upon receipt of the signed release form.

Information provided by the School regarding a student or former student will be to verify enrollment only.

Telephone numbers, addresses, parent's names, grades, employment classification or other personal information will not be given without permission from the student.

## **Other Course Work and Credits**

The School does offer a non-credit remedial course, a standardized test NCLEX-RN Review and Remediation program. However, it does not count toward the maximum time frame and GPA. This program is designed to aid students in the review and remediation process for the NCLEX-RN. The program consists of end-of-course assessment tests and review modules for courses taught in the School's curriculum.

## **Cumulative Grade Point Average Calculation (CGPA)**

The Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are calculated by using all final course grades attempted and completed at JRMC School of Nursing and are reflected on the official school transcript.

## Grade Point Average Calculation

The faculty uses the following GPA schedule, policies, and formulas for the calculation of total value points and grade point average (GPA):

Grade	Value Points
A	4
B	3
C	2
F	0
I	0
CLEP	0

The total points are based on the final grades of all general education courses, the required nursing courses, and other required courses reflected in the program of study. The GPA is based on the final grades of all courses completed at an established point-in-time. The statistic reflects all general education courses, final grades of all required nursing courses, and the final grades of all other courses required in the program of study.

## Retention

A minimum grade of “C” is required in all courses. A grade lower than “C” in the theory and/or an overall score in the clinical component of the course requires that the course be repeated before progression to the next nursing course. The student will be placed on academic dismissal until that course is offered again. Failure to repeat the course satisfactorily will result in permanent academic dismissal from the School of Nursing.

## Promotion

All courses in a Level must be satisfactorily completed and fees paid, according to the schedule, before advancement to the next Level. Inability to meet financial obligations to the School will be handled on an individual basis by the Director.

Students will progress from Level I to Level II and to graduation. Progression requires satisfactory completion of each nursing course with a grade of “C” or better, a clinical evaluation, and all course assignments completed. The continuation of each student in the School depends upon evidence of achievement of personal, academic and clinical standards of the program. The student shall complete the program within 150% of initial admission.

## **ADHE Complaint Process:**

If you would like to file a grievance about an institution of higher education that you have attended, please complete the form at the link below. It is recommended that you complete your institutions complaint process before submitting this form. Please note that the Arkansas Department of Higher Education is a coordinating board that coordinates state financial aid, state funding to institutions of higher education and academic program review. ADHE does not have authority over the day-to-day operations of institutions of higher education. We may be able to offer guidance for issues you are having with an institution, but in most cases we cannot issue an immediate solution. If you have a grievance about a for-profit institution, this form may help us to provide you with a resolution.

Website: [www.adhe.ark.gov](http://www.adhe.ark.gov) Phone: 1-501-371-2000

## **Graduation Policies**

Only after meeting the requirements of the curriculum and the ATI product and after all other graduation requirements (listed below) will the student's name be submitted by the Director to the Arkansas State Board of Nursing as a candidate eligible to test for RN licensure.

### **Graduation Requirements**

1. Satisfactorily completed all requirements in the prescribed educational program
2. Complete exit interview with Director
3. Pay all financial obligations to the school, including graduation fees
4. Comply with commencement dress code
5. In the last course of the Curriculum, make a satisfactory score on the ATI Comprehensive Predictor.
6. Provide verified documentation of required activities for NCLEX-RN in the ATI virtual review course.

### **Graduation and Licensure**

Prior to graduation, the Director of the School of Nursing will conduct an exit interview with each student. Those who have satisfactorily completed all requirements in the prescribed educational program and who have discharged all financial obligations to the School will be eligible to receive a diploma and participate in the Commencement ceremony. A student may participate in commencement but not be eligible to apply as a candidate to test for RN licensure if a satisfactory score has not been achieved on the ATI Comprehensive Predictor.

Students should be prepared for additional expenses of about \$400.00. Included in that estimate are graduation cap and gown, school pin, invitations, pictures, and fee to apply for the licensure examination.

When all Graduation Requirements have been met, the graduate of JPMC School of Nursing is eligible to apply to take the NCLEX-RN. Satisfactory performance on this examination is required for licensure by ASBN. The fee for taking the examination is due when the graduate applies to take the examination.

A student who has been convicted of a crime any time in the past is required to notify the Arkansas State Board of Nursing prior to taking the NCLEX. Persons convicted of a crime may not be eligible to apply for the NCLEX. All students are required to have a criminal back ground check completed prior to applying



for the NCLEX. Completion of all program requirements does not guarantee eligibility to take NCLEX-RN.

## Students Right to Know

To assist you in making the decision to enroll in the Nursing - AAS in Nursing Degree Program at JRMC School of Nursing, we want you to know that it is a relatively new program with the first class graduating May, 2016. Below is the information about the students who previously graduated from the 5<sup>th</sup> Associate of Applied Science Program at JRMC School of Nursing in May 2018.

The graduates of JRMC School of Nursing have a history of success in performance on the NCLEX-RN (licensure examination) and in obtaining employment as a registered nurse. To assist you in making the decision to enroll in the Nursing-Associate of Applied Science in Nursing Degree Program at Jefferson Regional Medical Center School of Nursing, we want you to know that, according to the latest information:

Cohort	ASBN NCLEX 1 <sup>st</sup>	Retention	Attrition
May 2017	23/25 92%	50%	20%
October 2017	6/16 38%	59%	41%
May 2018	10/19 52.6%	58%	42%
October 2018	12/23 77%	41%	59%
May 2019	12/23 52%	59%	41%
October 2019	12/15 80%	39%	61%
May 2020	4/6 67%	20%	80%
October 2020	14/14 100%	54%	47%

## Educational Effectiveness

Fourth-four (44) Curriculum Evaluation Surveys were mailed to graduates and graduate employers of the Class of May 2019-May 2020. All graduates and employers responding to the survey agreed that the graduate had been prepared by the program to function as a beginning practitioner of nursing.

## Withdrawal

Voluntary withdrawal from the school requires that the student meet with the current faculty advisor. The student must complete and sign a form specifying the reasons and circumstances of the withdrawal. It is recommended that no more than 12 months' elapse between withdrawal and readmission.

Students are provided a handbook and are expected to abide by the rules and policies contained therein. The handbook includes information on student rights, student conduct, and grounds for dismissal.

## Dismissal

A student may be dismissed if attendance, academic standing, conduct, or payments make it inadvisable for the student to remain in the School. A voluntary withdrawal with a failing grade prior to the end of a nursing course will be treated as an academic failure. The only difference is that “withdrew failing” will be recorded on the transcript rather than “F”. The complete policy is in the Student Handbook which is distributed on orientation day.

## Attendance

The level of achievement in any course will depend on the amount of well-planned study time and quality of work done. Students enrolled in JRMC School of Nursing have a commitment and responsibility to themselves and to the patients to whom they are assigned. Attending classes regularly and giving consistent, high-quality nursing care is essential in any nursing course.

All students are expected to attend every class and clinical laboratory experience in order to meet the course objectives. Any student who, in the instructor's judgment, is not prepared for clinical experience will be asked to leave the unit, will be considered absent, and will receive "unsatisfactory" for clinical that day. Students are not to schedule doctor appointments, dentist appointments, interviews, and other personal business during times scheduled for class or clinical.

Specific attendance requirements for meeting course objectives will be discussed by the individual instructors at the beginning of each course. A student with excessive absences will be dismissed from the course. Excessive absence is defined as Four (4) or more missed days in a 16-week course. Being absent on a scheduled clinical make-up day is considered another absence and is counted into the total accrued absences. Request for an exception must be submitted in writing to the Director of the School. All absences are recorded on the student's attendance record, which will become a part of the student's official record.

Students will be required to pay \$50 for each clinical absence.

All assignments used as a ticket to class must be submitted by the assigned time. If these are not completed and submitted appropriately, the student will be sent home, and this will be counted as an absence.

A student will be required to make up **ALL** clinical absences. If a student is sent home from clinical for any reason, this constitutes an absence. A student may be sent home for coming to clinical ill or unprepared.

Tardy is defined as Arriving late (after scheduled time) and/or leaving the class or clinical early (before the scheduled time) and will be recorded on the student's attendance record. For the purpose of awarding perfect attendance – three instances of arriving late or leaving early during each course will be counted as one absence. Three clinical tardies equal one absence. (JRMC time-clock or classroom clock; Students should set their watches to JRMC School of Nursing time). Further information regarding attendance is included in each course syllabus.

It is the responsibility of the student to make arrangements for make-up assignments with the lead instructor. Make-up assignments are to be arranged prior to the student's final evaluation. The student's advisor and the lead instructor may design individualized learning experiences appropriate for clinical make-up for up to 2 (two) absences.

## **Academic Standing**

A final course grade lower than 78% on exams and/or an overall grade lower than “C” and/or satisfactory or less in clinical is cause for dismissal. A nursing course may be repeated only one time. A second withdrawal due to failing any course will result in permanent dismissal.

## **Delinquent Tuition**

The school will make every attempt to assist students through difficult situations; however, students who do not pay tuition or make arrangements with the Director may be dismissed if payments are not made within three weeks of the payment due date.

## **General Program Information**

### **Associate of Applied Science in Nursing Degree Program**

JRMC School of Nursing offers an AAS in Nursing degree program. This program of residential instruction offers the knowledge, skills, and attitudes essential to the competent nurse and are taught in settings ranging from the classroom, campus skills, and simulation laboratories, to major area hospitals, outpatient facilities, and other health care facilities. All instruction is delivered onsite/on campus (The School does not offer distance learning). The graduate is prepared to enter professional practice settings such as hospitals, long-term care facilities, physicians’ offices, and community settings.

The School’s learning environment is enhanced by \$1 million worth of equipment. Its high technological A/V system provides connectivity within the simulation laboratory, throughout the nursing school building, as well as linking the school with outside facilities. With the A/V system students may record simulation experiences from a control booth. Students may view simulation sessions individually on a small monitor with headphones or groups of students may view on a large flat screen monitor throughout the building. Forty computers are available for students, 30 in the computer lab classroom and 10 in the simulation lab. In addition to the simulation laboratory there are three classrooms. Each classroom is equipped with table-top desks with outlets, surround sound, overhead projectors and screens and Elmo. In the simulation laboratory there are two patient rooms and four practice stations with headwalls. The simulation laboratory is equipped with four high and low fidelity mannequins each, 3G, crash carts, defibrillator, ventilation, etc, this wonderful state of the art equipment provides a learning environment which best meets the learning needs of today’s nursing students.

The Program is approved by the ASBN and the school has Institutional Accreditation by ABHES. Upon completion of the curriculum, the graduate is eligible to apply to take the NCLEX RN.

Students who are considering a career in nursing should be aware that no application for initial Registered Nurse (RN) licensure will be considered by the ASBN without state and federal criminal background checks by the Arkansas State Police and the Federal Bureau of Investigation. The ASBN shall refuse to issue the RN license to any person who is found guilty of or pleads guilty or nolo contendere to any offense listed in Act 1208 of 1999, for details refer to the Arkansas Nurse Practice Act Sub-Chapter on Licensing. Persons requesting initial licensure may request a waiver from the ASBN. The School requires a state/national criminal background check and drug screening on all students upon admission and random drug screenings thereafter. Results may prohibit entry and/or progression in the program. Clinical agencies used for nursing laboratory may require additional criminal background checks, scheduled drug screening, and/or random drug screens for nursing students. Results of agency screening may prohibit participation in clinical laboratory. Nursing students prohibited from participation in laboratory at a clinical agency will not be permitted to maintain enrollment in the nursing program.

## Course Descriptions

### **ENGL 1313 English Composition I – SEARK**

(Prerequisite: Score of 19 or above on the ACT Test or a grade of “C” or better in ENGL 1013 Basic English; Co-requisite: READ 1213 Developmental Reading, if required.)

### **ENGL 1323 English Composition II – SEARK**

(Prerequisite: English 1313 English Composition I). This course includes further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. A minimum grade of "C" is required for passing.

**PSYC 2303 General Psychology** – fundamentals of communication, selected readings, paragraph and essay development, and written reports. A minimum grade of “C” is required for passing and for graduation credit.

This course focuses on the human experience within the physical and social environment. Topics include application of the scientific method, the relationship between brain and behavior, social and personality development, motivation, emotion, social cognition and interaction, consciousness and maladaptive behavior.

### **BIOL 2454 Human Anatomy & Physiology I – SEARK**

This is a lecture-laboratory course designed to cover the structure and function of the following systems: the cell, tissues, skin, and skeletal, muscular, nervous and special senses.

### **BIOL 2464 Human Anatomy & Physiology II – SEARK**

(Prerequisite: BIOL 2454 Human Anatomy & Physiology I). This is a lecture-laboratory course designed to cover structure and function of the following systems: circulatory, lymphatic, respiratory, digestive, urinary, endocrine and reproductive.

**BIOL 2474 Microbiology – SEARK**

This course covers the fundamentals of microbiology, with particular emphasis on the impact of microorganisms on human.

**MATH 1333 College Algebra – SEARK**

(Prerequisite: Placement by ACT math score of 15-16, COMPASS Algebra score of 21 or higher or MATH 1003 Fundamentals of Mathematics with a grade of C or better.) This Technical Math course is designed for learners enrolled in Computer Network Technology (CNET), Registered Nursing, and other technical career programs. The following skills will be covered throughout the course: Arithmetic, algebra, measurements, statistics, geometry, and nursing skills such as calculating dosage and reading labels and syringes. Learners will learn how to perform operations on whole numbers, fractions, decimals, and integers. They will solve ratios, percentages and proportions; convert from one unit of measurement to another, study probability and statistics, and geometry. The Nursing learners will also cover Roman Numerals, time, apothecary measurements and conversion, and dosage. CNET and other Technical Studies learners are required to master Modules 1-7 and 15-16 with a grade of “C” or better. Nursing learners will be required to master Modules 1-7 and 15-17 with a grade of “C” or better. NOTE: This course is designed for learners enrolled in Associate of Applied Science Degree or Technical Certificate programs ONLY and may not be transferable (Offered in fall and spring only).

**FOUNDATIONS OF NURSING PRACTICE N100 –SON**

This course provides an introduction to nursing and roles of the nurse, as well as profession-related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented. The student is given an opportunity to demonstrate these skills in a clinical laboratory setting. Concepts of mental health nursing, informatics, and nutrition are included. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. Clinical, lab, and simulation experiences assist students in connecting concepts across all learning environments.

Total Credit: 12

Theory: 6

Clinical: 2

Lab: 4

### **ADULT HEALTH I N104 – SON**

This course focuses on the care of adult clients with common health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of clients with alterations in selected body functions. Concepts of patient-centered care, cultural sensitivity, informatics, safe practice, mental health, nutrition, and professionalism are integrated throughout the course. Clinical and simulation experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to adults in a variety of settings.

Total Credit: 9

Theory: 5

Clinical: 4

### **PHARMACOLOGY I N106 – SON**

This course provides an introduction to the principles of pharmacology, including pharmacokinetics, pharmacodynamics, medication interactions, and potential adverse medication reactions. Emphasis is placed on drug classifications and nursing care related to the safe administration of medication to patients experiencing common health alterations across the life span. Lab hours are dedicated to safe medication administration skills, including the administration of oral, parenteral, and topical medications and dosage calculation. Computer applications for safe medication administration are included.

Total Credit: 3

Theory: 2

Lab: 1

### **MATERNAL CHILD NURSING CARE N200– SON**

This course provides an integrative, family-centered approach to the care of mothers, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, mental health, nutrition, common pediatric disorders and the promotion of healthy behaviors in patients. Clinical and simulation experiences provide the student an opportunity to apply theoretical concepts, utilize informatics, and implement safe patient-centered care to mothers, newborns, and children in selected settings.

Total Credit: 10

Theory: 6

Clinical: 4

### **TRANSITION TO PROFESSIONAL NURSING PRACTICE N202 – SON**

This course facilitates the transition of the student to the role of a professional nurse. Emphasis is placed on contemporary issues and management concepts, including delegation, prioritization, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice, the role of informatics in patient care, and the significance of functioning according to state regulations and statutes are analyzed.

Total Credit: 2

Theory: 2

### **ADULT HEALTH II N204 – SON**

This course focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills while managing the care of patients with multiple needs and collaborating with the interdisciplinary team. Concepts of informatics, mental health and nutrition are addressed. Complex clinical skills, as well as priority setting, clinical judgment, and standards of legal and ethical practice, are integrated throughout the course. Clinical and simulation experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of complex settings.

Total Credit: 9

Theory: 5

Clinical: 4

### **PHARMACOLOGY II N206 - SON**

This course provides a continuation of the principles of pharmacology, including pharmacokinetics, pharmacodynamics, medication interactions, and potential adverse medication reactions. Emphasis is placed on drug classifications and nursing care related to the safe administration of medication to patients across the life span with complex multisystem health alterations. Lab hours are dedicated to safe complex medication administration skills, including parenteral drips and titrations. Computer applications for safe medication administration are included.

Total Credit: 2

Theory: 1

Lab: 1

### **NCLEX PREP N208 – SON**

This course focuses on student preparation for the NCLEX-RN licensure examination. Faculty will facilitate student continual engagement for successful navigation of ATI Capstone and Virtual ATI as required for content mastery of the NCLEX Client Need Categories. At the completion of this course, students will be prepared to successfully complete Virtual ATI and take the NCLEX-RN examination.

Total Credit: 1

Theory: 1

## **Student Affairs**

### **Guidance Program**

The Guidance Program is based on the philosophy that personal adjustment and maturity in all areas of living are essential to a happy and successful life. The aims of the School are to facilitate self-understanding and self-acceptance and to assist the student to grow and develop personally and professionally.

Each student is assigned a faculty advisor during each level of the program. The faculty advisor conferences with the student every two weeks concerning academic and clinical achievement. The faculty advisor assists the student in educational career planning and evaluation of academic and clinical progress.

Confidential guidance and counseling services are available to students for assessment of emotional and social problems through Area Health Education Center (AHEC) which is located on the JRMC campus.

## **Student Health Program**

The student is responsible for his/her own health care. Health insurance is recommended. Services available to students include:

1. Twenty-four (24) hour medical assistance is available for accident or illness while in class or clinical areas, through the Emergency Department. The student will assume the cost of hospitalization, physician fees, and treatment, with no exceptions.
2. Health and screening services provided and required for employees of JRMC are provided for students, with the exception of the Hepatitis B vaccine. The Hepatitis vaccine or a waiver indicating the student's refusal to receive the vaccine is required and must be on file in the student's health file at the School of Nursing. Annual TB skin testing is required

## **Marriage**

Should a student marry at any time during the program, changes in name, address, phone number, and other personal information should be promptly provided to the Registrar so that the school record is kept current and up-to-date.

## **Resources**

### **Fiscal Resources**

There are currently six (6) full-time faculty and two (2) full time staff at the educational unit, in addition to the Director position. The nurse administrator and faculty at JRMC School of Nursing have input into the capital budget. Every year at a faculty meeting, faculty is asked for suggestions and necessary items that need to be included during the capital budgetary planning. The governing organization JHA/JRMC allocates funds for the nurse administrator, faculty, and staff salaries, educational equipment, office supplies and furniture, and maintenance items. For fiscal year 2019, JRMC School of Nursing received upgraded A/V equipment, SIM Mom, and new computers for the learner laboratories. The Auxiliary Committee at JRMC provides funding for necessary supplies/equipment not included in the capital budget. During the 2018 fiscal year, this committee supplied the school with two (2) IV training arms for learners to practice for competency reviews. This committee also provides yearly scholarships for learners. At this time, all fiscal recourse needs are met and attainable at the educational unit and learner learning and program outcomes are being met.



## Facilities

The JRMC School of Nursing is located in Pine Bluff, Arkansas. The School is the base for all campus operations, from which all education and support services are delivered. The space includes:

- One building, adjacent to JRMC;
- Three classrooms;
- Computer laboratory;
- Nursing skills laboratory; workstations;
- Audio-visual room;
- Learner lounge;
- Conference room;
- Administrative offices;
- Faculty offices;
- Faculty/staff lounge.
- The School of Nursing is wheelchair accessible throughout the building & handicap parking

## Library

Sponsored by the Area Health Education Center (AHEC), the Melville Library is located across the street from JRMC in the JPC II building. This library is equipped with electronic resources that are available to students Monday-Friday, 8:00 am to 5:00 pm. Students can also request interlibrary book loans through this facility.

## Offices

The School of Nursing office is located at 4000 S. Hickory Street, adjacent to JRMC. The School occupies one building, which houses three classrooms, student lounge, computer laboratory, nursing skills laboratory, audio-visual room, administrative offices, faculty offices, faculty conference room, and faculty lounge.

## Housing

JRMC School of Nursing does not provide housing for students. Students living in Pine Bluff and surrounding areas commute to class daily.

## Food Service

Students are responsible for their own meals. Each student will receive a discount of 25 percent on cafeteria meals at JRMC. Students must be wearing an identification badge in order to receive the discount.

## **Books and Uniforms**

Students purchase their own books at an approximate cost of \$1,500.00 for the entire program. Nursing books may be purchased in the school office.

Uniforms are purchased by the student at an approximate cost of \$300.00. Information on ordering uniforms will be provided in the admission packet they receive with their letter of acceptance. Each student is required to purchase at least two (2) complete uniforms, a lab coat and school badge. Students are also required to purchase nursing shoes, hose or socks, stethoscope, bandage scissors and tape measure.

In addition, students will need class supplies, a personal allowance for transportation and other expenses, such as medical care and health insurance if not provided by a family policy.

## **Catalog Purpose and Changes**

This Catalog is not intended to provide general information to learners and prospective learners. The school reserves the right to make changes to this Catalog, at any time, to update changes in federal and state regulations, accreditation standards, and any other policy changes the School deems necessary. Changes to the Catalog are published in a Catalog Addenda and updated versions of the Catalog, which are distributed to all learners via the learning portal. The Catalog changes become effective immediately upon publication and apply to all enrolled learners.

## **Campus Security Policy**

It shall be the policy of JRMC to provide a safe environment for patients, visitors, learners and employees. The JRMC Comprehensive Safety Program is designed to provide a safe and effective health care setting. The Safety Committee will use leadership, wide assessment of hazards, evaluation, coordination, and feedback from the hospital employees, community, clients, and visitors to ensure and promote a wide-spread commitment to continuously improve safety.

The Safety Management Program is under the direction of a Safety Director, who is authorized by the hospital's Chief Executive Officer and Medical Board.

If an incident arises at the hospital or School of Nursing for which assistance is needed, the student or employee should immediately contact the Security Office, at extension 7106. If the officer cannot be reached, dial "0" for the hospital operator, who will page the security officer on duty. The Security Department has access to all hospital facilities, including the School of Nursing.

All new students entering the School of Nursing are required to attend an orientation which includes information on safety/security. New hospital employees must also attend an orientation, which includes information regarding hospital safety/security.

In addition to the JRMC Comprehensive Safety Program, JRMC SON publishes an annual Clery Act Campus Security Report annually. It is available on the Internet on the School of Nursing webpage at

[www.jrmc.org](http://www.jrmc.org). A new Clery Act Campus Security Report will be available on the website on October 1<sup>st</sup> of each year.

## The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require post secondary institutions to provide timely warnings of crimes that represent a threat to the safety of learners or employees and to make public their security policies. It also requires that crime data be collected, reported, and disseminated to the College community. The Clery Act is intended to provide learners and their families with accurate, complete and timely information about safety on instructional sites, so they can make informed decisions. Such disclosures are permitted under FERPA. The following website provides more information about these and other provisions about campus safety: <http://www.ed.gov/admins/lead/safety/campus.html>.

## Crime Statistics

The crime statistics report to Campus Security authorities or local police agencies for the last three calendar years are illustrated on JRMC's website at [www.jrmc.org](http://www.jrmc.org). These statistics are displayed electronically on the website, but copies of the Campus Security and Crime Statistics are available in hard copy from the Registrar's office.

## Emergency Response and Evacuation

JRMC also has an organized plan in place when the hospital is facing any emergency. The first warning that a potential danger exists is announced at the hospital. It is the responsibility of the hospital operator to notify the School of Nursing of the emergency. The Director has the responsibility to ensure that all faculty, staff and learners are following the plan accordingly and will have them remain on the campus for security purposes. It is an established plan that can alert and inform the School community members in the even of an imminent threat to health and safety (e.g. severe weather conditions, active shooter, fire, etc.)

Additionally various procedures for responding to emergencies can also be assessed on the JRMC School of Nursing website. School officials will conduct annual tests and exercises of emergency response and evacuation procedures in order to ensure an orderly response to incidents necessitating such measures and to continuously assess the readiness of the School's emergency response and recovery capabilities. Tests will be announced in advance via email, the School's website or other available methods.

The College publicizes crime prevention information through the College's official publications. The College urges all members of the College community to be responsible for their own safety and to assist in the prevention of crime.

## Security and Crime Awareness at Clinical Sites

The College does not control any physical spaces at the experiential learning hubs and sites. Therefore, the maintenance of the physical plants and security services at each of the clinical site are under the purview of the School's healthcare partners. The School encourages all persons to report criminal activity at or any other concerns with an experiential learning hub or site to the local manager and/or the appropriate law enforcement agency. The School complies with the requirements of the Violence Against Women Act (VAWA), Title IX, and Clery Act and will provide information on criminal activity to the law enforcement agency in whose jurisdiction the act occurs.

## Violations of Criminal Law

Behavior that violates this policy may also constitute a crime under state law. For example, the State of Arkansas criminalizes and punishes forms of sexual assault, domestic violence, stalking, and false reporting. This compilation of criminal statutes is not exhaustive but is offered to notify the College community that some forms of prohibited conduct may subject a person to criminal prosecution and punishment in addition to any sanctions under this policy. sexual assault: unlawful sexual activity; rape; forcible sodomy; forcible sexual abuse; aggravated sexual assault; domestic violence; stalking; criminal defamation.

## Confidential Resources

To ensure the safety of the College community, College collaborators are required to report information they receive about prohibited conduct to the Security Office. If you want to speak with someone confidentially, contact one of the resources below. Using these resources means that none of the information shared will be provided to other individuals at the College.

Resource	Telephone	Notes
Rape Recovery Center	870-541-5387 870-267-8878	101 W. Barraque, Suite 201, Pine Bluff, Arkansas 71601
Arkansas Crisis Line	(888) 274-7472	24-hour Crisis Line
National Sexual Assault Hotline	(800) 656-4673	24-hour Hotline
Domestic Violence	870-535-0287 800-332-4443	P O Box 6705 Pine Bluff, AR 71601
Hope of the Deltas Southeast Arkansas Behavioral	870-535-0811 870-534-1880 870-534-1834	3905 Hazel Street, Pine Bluff 71603

## Violence Against Women Act (VAWA)

JRMC is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational and off-campus conduct. Title IX/VAWA offenses include sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. The School of Nursing will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement.

## Crime Statistics

Criminal statistics reported to Campus Security authorities or local police agencies

	2019	2018	2017
Murders	0	0	0
Rapes			
Robberies			
Assaults	6	0	0
Burglaries/Thefts	0	3	0
Motor Vehicle Thefts	3	2	1
Arson	0	1	0
Hate Crime	0	0	0
Verbal Threats	6	0	0
Vandalism	10	0	0
Criminal Mischief	3	0	0
Criminal Trespassing	4	0	0

Arrests: (i) of arrests for the following crimes occurring on this campus

	2019	2018	2017
Liquor Law Violations	2	2	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

**Campus Safety and Security  
Survey  
Completion Certificate**

The Campus Safety and Security data for  
**Jefferson Regional Medical  
Center School of Nursing  
(107123)**  
were completed and locked on **November 18,  
2020.**

Thank you for your participation in the 2020 data  
collection.

This certificate was prepared on **November 19, 2020**

## **General Program Information**

### **Associate of Applied Science in Nursing Degree Program**

JRMC School of Nursing offers an Associate of Applied Science in Nursing degree program. All instruction is delivered onsite/on campus. (The School does not offer distance learning.) The graduate is prepared to enter professional practice settings such as hospitals, long-term care facilities, physicians' offices, and community settings.

Learners may view simulation sessions individually on a small monitor with headphones or groups of learners may view on a large flat screen monitor throughout the building. Forty computers are available for learners, 30 in the computer lab classroom and 10 in the simulation lab. In addition to the simulation laboratory there are three classrooms. In the simulation laboratory there are two patient rooms and four practice stations. The simulation laboratory is equipped with four high and low fidelity mannequins each, 3G, crash carts, defibrillator, ventilation and Sim Mom.

The Program is approved by the Arkansas State Board of Nursing and the school has Institutional Accreditation by the Accrediting Bureau for Health Education Schools (ABHES). Upon completion of the curriculum, the graduate is eligible to apply to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

Learners who are considering a career in nursing should be aware that no application for initial Registered Nurse (RN) licensure will be considered by the Arkansas State Board of Nursing without state and federal criminal background checks by the Arkansas State Police and the Federal Bureau of Investigation. The Arkansas State Board of Nursing shall refuse to issue the RN license to any person who is found guilty of or pleads guilty or nolo contendere to any offense listed in Act 1208 of 1999, for details refer to the Arkansas Nurse Practice Act Sub-Chapter on Licensing. Persons requesting initial licensure may request a waiver from the Arkansas State Board of Nursing. The School requires a state/national criminal background check and drug screening on all learners upon admission and random drug screenings thereafter. Results may prohibit entry and/or progression in the program. Clinical agencies used for nursing laboratory may require additional criminal background checks, scheduled drug screening, and/or random drug screens for nursing learners. Results of agency screening may prohibit participation in clinical laboratory. Nursing learners prohibited from participation in laboratory at a clinical agency will not be permitted to maintain enrollment in the nursing program.

### **Academic Information**

The program of study is composed of required courses in general education, sciences and nursing. It is designed to assist the learner in achieving the program outcomes by graduation. The learner begins study by learning skills supported by fundamental classroom theoretical knowledge and principles. The learner graduates from the program of study with critical thinking capability and the ability to manage complex situations related to patient care.

The learner progresses through the program by completing each required course with at least a minimum final grade of C. In nursing courses, minimum final grades of C in theory and satisfactory in skills lab and clinical lab are required. The learner must meet all requirements of each nursing course in order to progress. Passing in all university and/or college courses is determined according to the policies of the respective institution. A final theory grade of C is required by JRMC SON for all university and college courses. Academic progress is determined using classroom theory, clinical lab and nursing skills lab grading scales. Classroom theory grading scale is published in this catalog.

## Academic Advising

An academic advisor provides guidance throughout the learner’s progression through the program. The service is provided by faculty and Coordinators. Academic advising is designed to promote learner retention through an academic advisor-advisee communication process.

## Academic Grading Scale

JRMC School of Nursing utilizes a grading scale to identify learner academic progress through a program. A final letter grade is assigned for each course. The letter grade has a corresponding rating that denotes the value of learner knowledge. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and for other purposes such as honors awards during the commencement ceremony.

The learner progresses and promotions through the program of study by completing each required course with at least a minimum final grade of C in the theory component of the course and complete with Satisfactory in clinical and skills lab component if applicable. The learner must meet all requirements each course in order to progress. A final grade of C is required for all required college courses to transfer. Academic progress is determined by use the following grading scale:

GRADE	RANGE (%)	VALUE
A	93-100	4
B	85-92	3
C	77-84	2
F	0-76	1
I	Incomplete	0
WF	Withdrawal Failing	0
WP	Withdrawal Passing	0
TC	Transfer Credit	0
NC	No Credit	0



## **Attendance and Method of Delivery**

The program is a residential-based program of study. Regular and prompt attendance is required. Attendance and specific requirements are published in the Student Handbook and each course syllabus.

### **Attendance**

In order to facilitate achievement of a respective program's objectives and to demonstrate development of professional accountability and responsibility, a learner is expected to be in class and punctual for the required classroom and clinical experiences. School specific attendance information is located in the specific section of this Catalog, as well as the Student Handbook.

### **Corrective Action Procedures**

Corrective action procedures may include the denial of entry, conduct or academic probation, written counseling, written warnings, suspension, administrative withdrawal and or dismissal.

The School has the right to take corrective action based on information and evidence that it, in its sole discretion, determines credible. At the same time, JRMC has the obligation to ensure that the public's and the learner's rights are protected.

### **Class and Clinical Rotations**

Classes are scheduled on a regular basis and are usually Monday – Thursday, 8:00 am – 4:00 pm unless otherwise scheduled on course calendars. A class schedule is provided during the first day of class. Selected courses have clinical labs taught concurrently with lecture topics. This approach provides learners hands-on experience and visual reinforcement of the principles learned in the classroom. Lab notations are scheduled by the faculty and may occur on any class day. The clinical experience varies per course.

### **Educational Plans and Promotion**

Upon entrance, each learner receives an educational plan of study. The plan must be followed to ensure completion and graduation on the scheduled date. There must be no deviations from the plan without the Registrar and respective Coordinator's prior approval.

Promotion from one classification to another is dependent on the learner complying with the educational plan and in fulfilling all requirements for each level of study in the program.

### **Curriculum Calendars**

JRMC SCHOOL OF NURSING - CURRICULUM ORGANIZATION PLAN - CLASS OF MAY, 2021  
 JANUARY 6, 2020 – May 27, 2021

PRE-REQUISITES	LEVEL I -2020		LEVEL II			LEVEL III – 2021				
PRE-REQUISITES to N101 Foundations of Nursing	1 <sup>st</sup> TERM	BREAK	2 <sup>nd</sup> TERM	BREAK	2 <sup>nd</sup> TERM, (Cont.)	BREAK	3 <sup>rd</sup> TERM	BREAK	4 <sup>th</sup> TERM	
English Composition I (3 credits)	N101 Foundations of Nursing (9 credits) <b>January 6</b> - <b>May 1</b>	May 4 - May 8	N201 Medical- Surgical Nursing (9 credits) <b>May 11</b> - <b>July 31</b>	August 3 - August 7	N202 Mental Health Nursing (3 credits) <b>August 10</b> - <b>September 4</b>	September 7 - September 11	N203 Maternal/ Newborn Nursing (6 credits) <b>September 14</b> - <b>November 6</b>		N301 Critical Care/ Pharmacology (9 credits) <b>January 25</b> - <b>April 23</b>	<b>Graduation May 27, 2021</b>
Anatomy & Physiology I (4 credits)							N204 Nursing of Children (6 credits) <b>November 9</b> - <b>January 22</b>	N302 Leadership/ Transitions (3 credits) <b>April 26</b> - <b>May 21</b>		
Anatomy & Physiology II (4 credits) <b>OR</b>										
Anatomy & Physiology for Health Professionals (8 credits)	<i>Holiday: January 20</i>		<i>Holidays: May 25 July 4</i>							
Microbiology (4 Credits)	<i>Spring Break March 23 – 27</i>									
	College Algebra MATH 1333 (3 credits)		Psychology PSYCH (3 credits)				English Composition II (3 credits)		<i>Spring Break March 22-26</i>	
	Intro to Computer COMP 1123 (3 credits)						Thanksgiving Holiday Nov. 26-27			
							Christmas Break Dec. 21 – Jan. 1			
							MLK Day January 18			
	16 weeks/ 15 credits	1 week	12 weeks/ 9 credits	1 week	4 weeks 3 credits	1 week	16 weeks/ 15 credits		16 weeks/ 12 credits	

JRMC SCHOOL OF NURSING - CURRICULUM ORGANIZATION PLAN - CLASS OF DECEMBER, 2021  
JULY 20, 2020 – DECEMBER 9, 2021

PRE-REQUISITES	LEVEL I -2020-2021			LEVEL II-2021				
PRE-REQUISITES to N101 Foundations of Nursing	1 <sup>st</sup> TERM	BREAK	2 <sup>nd</sup> TERM	BREAK	3 <sup>rd</sup> TERM	BREAK	4 <sup>th</sup> TERM	
English Composition I (3 credits)	N101 Foundations of Nursing (12 credits) <b>July 20</b> – <b>November 6</b>	Nov 7 – Nov 15	N104 Adult Health I (9 credits)  N106 Pharm I (3 credits)  <b>November 16</b> – <b>April 2</b>	April 3 – April 11	N200 Maternal/Child Nursing Care  (10 credits)  N202 Transition to Professional Nursing Practice (2 credits)  <b>April 12</b> – <b>July 30</b>	July 31 – August 8	N204 Adult Health II (9 credits)  N206 Pharm II (2 credits)  N208 NCLEX Prep (1 credit)  <b>August 9</b> – <b>December 3</b>	<b>Graduation December 9, 2021</b>
Anatomy & Physiology I (4 credits)			<i>Holidays: Thanksgiving Holiday Nov. 23-27</i>		<i>Holidays: July 4</i>		<i>Labor Day</i>	
Anatomy & Physiology II (4 credits) <b>OR</b> Anatomy & Physiology for Health Professionals (8 credits)	<i>Holiday: September 7</i>		<i>Christmas Break Dec 21 – Jan 1</i>		<i>Memorial Day</i>		<i>Thanksgiving</i>	
Microbiology (4 Credits)			<i>MLK</i>					
Psychology PSYCH (3 credits)			<i>Spring Break March 22-26</i>					
English Composition II (3 credits)								
College Algebra MATH 1333 (3 credits)								
	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	

- ❖ Informatics, Mental Health and Nutrition concepts threaded across the curriculum
- ❖ 48 total credit hours

JRMC SCHOOL OF NURSING - CURRICULUM ORGANIZATION PLAN - CLASS OF MAY, 2022

JANUARY 4, 2021 – May 19, 2022

PRE-REQUISITES	LEVEL I -2021		LEVEL II -2021/2022					
PRE-REQUISITES to N101 Foundations of Nursing	1 <sup>st</sup> TERM	BREAK	2 <sup>nd</sup> TERM	BREAK	3 <sup>rd</sup> TERM	BREAK	4 <sup>th</sup> TERM	
English Composition I (3 credits)	N100 Foundations of Nursing (12 credits) January 4 - April 30	May 1 - May 9	N104 Adult Health I (9 credits)	August 28 - September 6	N200 Maternal/Child Nursing Care  (10 credits)	January 8 - January 16	N204 Adult Health II (9 credits)	<b>Graduation May 19, 2022</b>
Anatomy & Physiology I (4 credits)			N106 Pharm I (3 credits)  May 10 - August 27		N202 Transition to Professional Nursing Practice (2 credits)		N206 Pharm II (2 credits)	
Anatomy & Physiology II (4 credits) <b>OR</b>					N208 Transition to Professional Nursing Practice (2 credits)		N208 NCLEX Prep (1 credit)	
Anatomy & Physiology for Health Professionals (8 credits)	<i>Holiday: January 18</i>				September 7 - January 7		January 17 - May 13	
Microbiology (4 Credits)	<i>Spring Break March 20-28</i>		<i>Holidays: May 31 July 4</i>		<i>Thanksgiving Holiday Nov. 20-28</i>		<i>Spring Break March 22-26</i>	
Psychology PSYCH (3 credits)					<i>Christmas Break Dec. 18 – 26</i>			
English Composition II (3 credits)								
College Algebra MATH 1333 (3 credits)								
	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	

- ❖ Mental Health and Nutrition concepts threaded across the curriculum
- ❖ 48 total credit hours

# School Events and Activities Calendar

## Class of Dec 2021

July 20, 2020	1 <sup>st</sup> Day of (N101 – Foundations – Class 12/21)
August 1 – 9, 2020	Break (Level II – Class May 21)
August 10, 2020	1 <sup>st</sup> Day of (N202 – Mental Health – Class of 5/21)
September 5 – 13, 2020	Break (Level II – Class May 21)
September 7, 2020	Labor Day Holiday
September 14, 2020	1 <sup>st</sup> Day of Class (N302 – Leadership – Class 10/20)
September 14, 2020	1 <sup>st</sup> Day of Class (N203 – Maternal/Newborn – Class 5/21)
October 15, 2020	Graduation – Class 10/20
November 7 – 15, 2020	Break (Level I – Class December 21)
November 9, 2020	1 <sup>st</sup> Day of (N204 – Nursing of Children – Class 5/21)
November 16, 2020	1 <sup>st</sup> Day of (N102/106 –Adult Health I/Pharm I –Class 12/21)
November 21 – 29, 2020	Thanksgiving Holiday
December 19, 2020 – January 3, 2021	Christmas Break
January 4, 2021	1 <sup>st</sup> Day of (N101 – Foundations – Class 5/22)
January 18, 2021	Martin Luther King, Jr. Holiday
January 25, 2021	1 <sup>st</sup> Day of (N301 Critical Care – Class 5/21)
March 20 – 28, 2021	Spring Break
April 3 – 11, 2021	Break (N204 - Adult/Pharm I – Class 12/21)
April 12, 2021	1 <sup>st</sup> Day (N200/202-Maternal Child/Transitions– Class 12/21)
April 26, 2021	1 <sup>st</sup> Day of (N302 – Leadership – Class 5/21)
May 1 – 9, 2021	Break (Level I – Class May 2021)
May 10, 2021	1 <sup>st</sup> Day of (N104/106 – Adult Health I/Pharm I – Class 5/22)
May 27, 2021	Graduation Class May 2021
May 31, 2021	Memorial Day Holiday
July 4, 2021	July 4 <sup>th</sup> Holiday
July 31 – August 8, 2021	Break (Level II – Class December 21)
August 9, 2021	1 <sup>st</sup> Day (N204/206-Adult Health II/Pharm II) – Class 12/21)
August 28 – September 6, 2021	Break (Level I – Class May 2022)
September 6, 2021	Labor Day Break
September 7, 2021	1 <sup>st</sup> Day of (N200/204-Maternal Child/Transitions–Class 5/22)
November 20 – 28, 2021	Thanksgiving Holiday
December 9, 2021	Graduation Class of December 2021

## School Events and Activities Calendar Class of May, 2022

January 4, 2021	1 <sup>st</sup> Day of (N101 – Foundations – Class 5/22)
January 18, 2021	<b>Martin Luther King, Jr. Holiday</b>
January 25, 2021	1 <sup>st</sup> Day of (N301 Critical Care – Class 5/21)
March 20 – 28, 2021	<b>Spring Break</b>
April 3 – 11, 2021	<b>Break (N204 - Adult/Pharm I – Class 12/21)</b>
April 12, 2021	1 <sup>st</sup> Day (N200/202-Maternal Child/Transitions– Class 12/21)
April 26, 2021	1 <sup>st</sup> Day of (N302 – Leadership – Class 5/21)
May 1 – 9, 2021	<b>Break (Level I – Class May 2021)</b>
May 10, 2021	1 <sup>st</sup> Day of (N104/106 – Adult Health I/Pharm I – Class 5/22)
May 27, 2021	Graduation Class May 2021
May 31, 2021	<b>Memorial Day Holiday</b>
July 4, 2021	<b>July 4<sup>th</sup> Holiday</b>
July 31 – August 8, 2021	<b>Break (Level II – Class December 21)</b>
August 9	1 <sup>st</sup> Day (N204/206-Adult Health II/Pharm II) – Class 12/21
August 28 – September 6, 2021	<b>Break (Level I – Class May 2022)</b>
September 6, 2021	<b>Labor Day Break</b>
September 7, 2021	1 <sup>st</sup> Day of (N200/204-Maternal Child/Transitions–Class 5/22)
November 20 – 28, 2021	<b>Thanksgiving Holiday</b>
December 9, 2021	Graduation Class of December 2021
December 18-26	<b>Christmas Break</b>
January 8-16, 2022	<b>Break ( Level II Class May 22)</b>
January 17, 2022	1 <sup>st</sup> Day of Adult Health II/Pharm II/NCLEX prep-Class 5/22
March 22-26, 2022	<b>Spring Break</b>
May 19, 2022	<b>Graduation Class of December 2022</b>

# Administration / Faculty / Staff / Events Calendar

## JRMC Administration

### Jefferson Regional Medical Center Administration

Brian Thomas.....	President & Chief Executive Officer
Peter Austin.....	Chief Operating Officer
Bryan Jackson.....	Executive Vice President Chief Financial Officer
Louise Hickman, RN, MA, CLNC.....	Vice President Patient Care Services/Chief Nursing Officer
Jeremy Jeffery.....	Vice President Strategy & Business Analytics
Reid Pierce, M.D.....	Vice President Chief Medical Officer

# JRMC School of Nursing Faculty and Staff

## Director

Michelle Newton, MSN, BSN, RN; Jefferson School of Nursing, Pine Bluff, Arkansas, RN; Nebraska Wesleyan University, Lincoln, Nebraska, BSN; Delta State University, Cleveland Mississippi, MSN.

## Coordinator

Carolyn Morrisey, DNP, MNSc, BS, RN, CCRN; University of Central Arkansas, Conway, Arkansas, BS; University of Arkansas for Medical Sciences, Little Rock, Arkansas, MSNc; University of Alabama, Birmingham, Alabama, DNP.

## Faculty

Michelle Grant, MSN, BSN, APRN: JRMC School of Nursing, Pine Bluff, AR; Chamberlain, BSN; Chamberlain University, MSN

Donna Koestler, DNP.Ed.D, MSN, RN, CNE, CHSE: Delta State University, MSN; Ed.D Delta State University; DNP; University of Central Arkansas

Tina McDaniel, MSN, BSN, RN; Nebraska Wesleyan University, Lincoln, Nebraska, BSN. Capella University, Minneapolis, Minnesota, MSN.

Terra McGuire, MSN, APRN, FNP-C; University of Arkansas at Little Rock, RN, BSN; University of Arkansas for Medical Science, MSN

Kacee Reynolds, MSN, RN, FNP-C: MSN-FNP, Walden University, RN Diploma, Jefferson School of Nursing

Deb York, BSN, RN-BC, CCHP, CMS-RN, LNHA; University of Arkansas at Little Rock, RN, BSN; University of Arkansas for Medical Science, MSN

## Staff

Tracy McCorkle, Department Secretary/Registrar

Judy Stott, Financial/Regulatory Services Coordinator



## School of Nursing and Other Important Numbers

Jefferson School of Nursing .....	541-7858
Newton, Michelle (Director) .....	541-7164
Morrisey, Carolyn (Coordinator).....	541-7861
Grant, Michelle (Instructor).....	541-7849
Koestler, Donna (Instructor).....	541-7859
McDaniel, Tina (Instructor).....	541-7862
Reynolds, Kacee (Instructor) .....	541-7863
McGuire, Terra (Instructor) .....	541-7867
York, Deb (Instructor) .....	541-7856
McCorkle, Tracy (Department Secretary/Registrar).....	541-7858
Stott, Judy (Financial/Regulatory Services Coordinator).....	541-7935
Security .....	541-7106/7107
Jefferson Regional Medical Center (Main Line) .....	541-7100
Emergency Department.....	541-6413
Cashier .....	541-7984
Nursing Administration.....	541-7770
Pharmacy.....	541-7904
Mellville Library .....	541-7629

*Revised December 21, 2020*