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## **GENERAL CONSUMER INFORMATION JPMC SCHOOL OF NURSING**

Jefferson Regional Medical Center School of Nursing offers consumer information in conjunction with several departments on campus, as required by federal regulations; JPMC School of Nursing's (JPMC SON) consumer information is updated annually.

Consumer information is disseminated to students via email each calendar year and is also located on the JPMC SON's website, [www.jpmc.org/schoolofnursing](http://www.jpmc.org/schoolofnursing). A printing version is also available at the same site.

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 (NCLEXRN).

### **Institutional Accreditation By:**

Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314N  
Falls Church, VA 22043  
703.917.9503  
[www.abhes.org](http://www.abhes.org)

JPMC SCHOOL OF NURSING  
1600 West 41<sup>st</sup> Avenue  
Pine Bluff, Arkansas 71603  
870-541-7858

## **GENERAL PROGRAM INFORMATION**

### **MISSION STATEMENT**

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

### **GOAL STATEMENT**

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

### **SCHOOL POLICIES, RULES AND 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@jpmc.org](mailto:newtonm@jpmc.org).

### **ASSOCIATE OF APPLIED SCIENCE IN NURSING DEGREE PROGRAM**

JPMC School of Nursing offers an Associate of Applied Science in Nursing degree program. Traditional and advanced placement options are available for those students seeking initial licensure. The advanced placement option is available for qualified LPN/LPTNs. Both options offer 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.

### **TRANSFER OF COLLEGE WORK**

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.

### **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. Applications for admission should be submitted at least 60 days prior to the beginning date for the appropriate course. A "letter of good standing" should be provided. Course placement will be determined by assessment of admission criteria, score achieved (900 for HESI exams) 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 SON courses. All transfer students must be admitted to Level I or 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 SON program will be ineligible for re-admission. Students who failed two nursing courses in another program will be ineligible for transfer and/or admission.

### **NON-DISCRIMINATION-ESSENTIAL FUNCTIONS-DISABILITY POLICY**

It is the policy and practice of the JRMC SON 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, term or semester. The student must complete the following steps:

1. Request in writing the accommodation prior to the beginning of the course, term, or semester.

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.

### **STUDENTS RIGHT TO KNOW**

To assist you in making the decision to enroll in the Associate of Applied Science in Nursing Degree Program at Jefferson Regional Medical Center School of Nursing, we want you to know that it is a new program with the first class graduating May, 2016. Below is the information about the students who previously graduated from the third Associate of Applied Science Program at Jefferson Regional Medical Center School of Nursing in October 2017.

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. Of the 20 students originally enrolled in the Class of October, 2017, 50% or 10 of the original group of students went on to complete the program of study within 17 months.

Sixty three percent (63%), or 10 of the 16 students who graduated in October, 2017 have passed NCLEX and have found jobs in the nursing profession. One hundred percent (100%) or 16 students who graduated October, 2017 passed the Comprehensive Exit Examination, and were eligible for the licensure examination. Thirty eight percent (38%) or 6 of 16 passed the NCLEX-RN on the first attempt. However, (63% or 10 out of 16 have passed the NCLEX-RN. (Four passed on second attempt).

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational 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.

### **CODE OF CONDUCT**

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

- a. Breach of Confidentiality – An unauthorized disclosure of confidential information.
- b. Smoking – 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. The first offense will

result in a written warning, the second offense will result in suspension for two 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 as defined in cheating policy in the Student Handbook.
- e. Abusive language or disruptive behavior as described in related policy in the School Catalog.

### **HANDLING ABUSIVE LANGUAGE OR DISRUPTIVE BEHAVIOR POLICY**

JRMC SON is a community of staff, faculty and students that is committed to teaching/learning in an environment that is respectful and safe. The School makes every effort to encourage civility and protection of each member of the community from interpersonal aggression and intimidating behavior, including but not limited to verbal, written, physical or any other forms. Each member is responsible for his/her own behavior and will be held accountable for that behavior. The expression of criticism or problems through the use of abusive language or disruptive behavior toward any member of the community will not be tolerated. Such behavior is inconsistent with professional standards defined by the American Nurses Association (ANA) Code of Ethics and could be grounds for dismissal from the Program. In the event that an incident does occur, the community must abide by the following guidelines:

- Each incident must be dealt with individually, directly and immediately in the form of written or verbal counseling in accordance with JRMC's Disciplinary Policy, Section 9.2.
- Report the incident to appropriate personnel, i.e. students report to instructor or advisor; instructor reports to the Director and the Director must report through the chain of command in accordance with JRMC's policy, Section 9.3 and/or School of Nursing Dismissal Policy.
- Facilitate the investigation of threats and reported incident(s).
- Document the details of the incident(s).
- Respond to each report objectively and seriously, even in the event that the threat appears frivolous.

### **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 during orientation. Each student is required to purchase at least two 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.

### **SAFETY AND EMERGENCY POLICY**

The JRMC School of Nursing environment is maintained in a safe, clean and orderly manner at all times. The School of Nursing is routinely checked to protect students, visitors and personnel from potential

safety hazards. Personnel are to report all potential safety hazards to their supervisor immediately. All hospital and school equipment is to be routinely checked for safety through the Facilities Department. All appliances and equipment shall be approved through the Facilities Department before use in the school. The current JRMC Safety Manual is available on-line to all personnel. It is the Department Director's responsibility to keep all personnel currently informed of safety practices and to see that they are followed. A Safety Orientation class will be given to all new personnel according to JRMC's policy. All employees are encouraged to participate in safety functions and in-services according to the policy.

Warning signs are posted at appropriate locations where specific dangers exist and must not be placed indiscriminately around work areas. This information will be updated as needed by the Safety Officer.

### **LOCKED DOORS**

Exterior doors on the east and south sides of the JRMC School of Nursing are to remain locked except as designated for brief periods by the Director or designee. Exterior doors are equipped with "panic bars" so that the locking mechanisms do not prevent exit.

School employees entering the south door by key access are to ensure that the locking mechanism is properly engaged before leaving the area. At no time and under no circumstances is either door to be propped open.

The School's dismissal policy refers to behaviors that adversely affect the School's accomplishment of its educational goals. Propping doors creates a very serious safety issue and jeopardizes the safety of students, faculty, staff and equipment. Violators will be subject to that dismissal policy.

Interior doors to areas containing equipment such as simulation mannequins and/or computers are to remain locked when not in use. Faculty is responsible for ensuring that doors to the computer lab, debriefing room, simulation lab, and faculty conference room are locked at the end of occupancy.

### **COMMUNICATION WITH THE MEDIA**

Information requests from any news media representative are to be directed to the Director of Marketing. The President or designated administrator on call shall be the referral source in the absence of the Director of Marketing. When a media representative contacts any hospital employee for information, the employee must indicate that all information is disseminated by the Director of Marketing or hospital administration and that the employee is not in a position to comment.

The President or Administrator on call may authorize specific other management personnel to release information to the media on a situation-by-situation basis.

### **FIRE SAFETY IN THE SCHOOL OF NURSING COMPLEX (CODE RED)**

Emergency extension number is 4444.

1. All faculty and students will exit through the two back doors facing the parking lot.
2. Everyone will meet in the parking lot west of the School.
3. Everyone will remain there until released by the Director or her designee.
4. Quarterly fire drills are performed to ensure proper evaluation procedures.

## **DISASTER PLAN**

You are required to know what to do and to be able to carry out your area of responsibility in a hospital disaster program. All personnel and students are required to remain on duty until an “all clear” is sounded or until they have been relieved of duty by their supervisor. A copy of the current disaster plan is in the JPMC Safety Manual located in the School’s conference room.

### **TORNADO ALERT PROCEDURE**

The procedure followed by the hospital for the protection of patients, visitors and employees is contained in a written plan. PBX will notify the School office. All personnel are required to remain on duty until an “All Clear” is sounded or until relieved of duty by their Supervisor.

### **TORNADO WARNING (CODE BLACK)**

Faculty and students are to move to the hallways or nearest room without windows (classrooms, computer lab or any bathroom). Everyone will remain there until released by the Director or her designee.

### **THREATENING WEATHER (CODE YELLOW)**

Faculty and students are to remain in the building until released by the Director or her designee.

### **INFANT ABDUCTION (CODE PINK)**

A telephone call is made to outside buildings to alert all staff. In the event of a code pink, all personnel (including students) are to be on the lookout for anyone carrying a baby or suspicious bags large enough to hide a baby and stop them and question them.

### **ACTIVE SHOOTER (CODE SILVER)**

If an active shooter or shooters is/are identified on JHA properties, quickly determine the most reasonable way to protect your own life.

## **GENERAL ELIGIBILITY AND FEDERAL PROGRAMS**

Most of the information required for consumer information has been satisfied via our School’s website; 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 re-establish 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 Loan, in which 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 no longer eligible for Pell Grants.

**\*\*\* (Please Note: JRMC School of Nursing is not certified on SEVIS (Student & Exchange Visitor Information System) and therefore cannot accept international students on student visas, or applicants who are not U.S. citizens.)**

**FEDERAL PELL GRANT**

This grant is designed to assist 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. 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 college education. Students that choose to apply for the Federal Pell Grant and other federal programs may access [www.FAFSA.gov](http://www.FAFSA.gov).

**WILLIAM D. FORD DIRECT LOANS**

Loans must be repaid with interest. Federal Direct Subsidized Loan--Subsidized loans do not accrue interest while in school. Federal Direct Unsubsidized Loan – These loans start accruing interest while in school at the start of the first disbursement of the loan.

The below amounts are the maximum yearly amounts a student may borrow in both Subsidized and Unsubsidized Federal Direct Loans, individually or in combination. Because the student cannot borrow more than his/her cost of attendance minus the amount of any Federal Pell Grant, he/she is eligible for and minus any other financial he/she receive, the student may receive less than the annual maximum awards.

A Subsidized Loan and an Unsubsidized Loan may be received in the same enrollment period as long as the student does not exceed the annual loan limits.

**Dependent Undergraduate Student** - \$5500 for a first year student (no more than \$3500 of this amount may be in Subsidized loans). \$6500 for a sophomore (earned 30 hours or more) and (No more than \$4500 of this amount may be in Subsidized loans).

Lifetime Loan Limits - \$31,500 (no more than \$23,000 may be in Subsidized loans).

**Independent Undergraduate Student** - \$9500 if you are a freshman (no more than \$3500 of this amount may be in Subsidized loans). \$10,500 if you are a sophomore (earned 30 hours or more) and (no more than \$4500 of this amount may be in Subsidized loan).

Lifetime Loan Limits - \$57,000 (no more than \$23,000 may be in Subsidized loans).

**Loan Notification** – Except in the case of loan funds made as part of a post-withdrawal disbursement (explained in the R2T4 policy mentioned later in this manual), when loan funds are being credited to a student’s account, the school will notify the student in writing of the anticipated date and amount of the disbursement; student’s right to cancel all or part of the loan or disbursement. These notices are sent when funds are released by the Financial Aid office.

### **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:

- [www.scholarships.com](http://www.scholarships.com)
- [www.brokescholar.com](http://www.brokescholar.com)
- [www.wiredscholar.com](http://www.wiredscholar.com)
- [www.fastweb.com](http://www.fastweb.com)
- [www.uncf.org](http://www.uncf.org)

A scholarship listing is also available and is on the Financial Aid bulletin board on the hallway by the student lounge.

### **ACADEMIC CHALLENGE SCHOLARSHIP**

Scholarship is available through Arkansas Higher Education Corporation.

### **GO GRANT**

Non-repayable fund is available through Arkansas Higher Education Corporation.

### **ARKANSAS WORKFORCE CENTER (WIOA)**

Applications are available at the School, but must be submitted to the WIOA Office and must be given approval through the Workforce Center.

### **ARKANSAS VOC REHABILITATION SERVICES**

Applications are available through the Vocational Rehabilitation Office at 2703 West 28<sup>th</sup> Avenue, Pine Bluff, Arkansas. Approval must be given by Vocational Rehab Services.

## **OTHER SOURCES**

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

- Friends and family
- Employers (tuition reimbursement)
- AmeriCorps
- Public libraries and internet
- U.S. Armed Forces
- U.S. Department of Veterans Affairs
- [www.students.gov](http://www.students.gov)

## **VERIFICATION POLICY**

In order to establish the School of Nursing verification policy, as required by 34 CFR 668.53, the policy must ensure the School completes a review of information according to regulations regarding student and parental information reported to the U. S. Department of Education on the current student/parental ISIR for accuracy.

### **ADMINISTRATIVE RESPONSIBILITY**

The general supervision and administration of this policy is the responsibility of the Financial Aid Office who, as the process owner, must approve any deviation or exception in advance. No Title IV funds will be approved or disbursed until all documents have been received and approved for completion.

### **PROCEDURE**

If an applicant is selected for verification the applicant will be notified of selection and placed on hold until:

- Required documents are completed; and
- Required documents have been reviewed for appropriate signatures and any conflicting data has been resolved.

The Financial Aid Office will:

- Review all verification documents and resolve conflicting information; and
- Ensure all data elements are within regulatory tolerance; and
- Should assist applicant if ISIR corrections are required due to verification elements.
- Note that verification exclusions are applicable.

### **PROFESSIONAL JUDGEMENT AND DEPENDENCY OVERRIDES**

The Higher Education Act allows a financial aid administrator (FAA) to make dependency overrides on a case-by-case basis for students with unusual circumstances. JRMC School of Nursing chooses to utilize “professional judgment” decisions. If the FAA determines that an override is appropriate, the student must write a statement detailing the determination and must include the statement and supporting documentation in the student’s file. However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override:

1. Parents refuse to contribute to the student's education;
2. Parents are unwilling to provide information on the FAFSA or for verification;
3. Parents do not claim the student as a dependent for income tax purposes;
4. Student demonstrates total self-sufficiency.

In addition, the fact that a student's parent(s) live in another country does not qualify as an unusual circumstance.

### **AWARDING AND PACKAGING FINANCIAL AID**

The packaging philosophy at JRMC School of Nursing is an attempt to meet one hundred percent of the financial need of the students through a combination of grants, loans, etc. With the limited funds available in financial aid, this is not always possible. The Financial Aid office attempts to provide each student financial assistance in a timely manner.

All students must pay their tuition and fees – either self-pay or payment via Financial Aid funds. Information regarding making payments via the payment plan is available through the Financial Aid Office.

The initial step to apply for need-based financial assistance is to complete a Needs Analysis Application. JRMC SON requires the Free Application for Federal Student Aid (FAFSA). When reference is made herein to the processing center or processor, it refers to the federal processor for the FAFSA.

After calculating the information obtained through the FAFSA, the processor sends the results to the student via the Student Aid Report (SAR) and to the school via the Institutional Student Information Record (ISIR). If the student lists JRMC SON as one of its schools, JRMC SON will receive the ISIR electronically. If the student is selected for verification, a notice will be sent to the student requesting additional documentation. The required documents and other documentation will vary per student. If the student does not submit all the items requested to complete his/her file, the file will not be processed. Once the student submits information to the Financial Aid office, it becomes property of the Financial Aid office. It may only be released to the student, to others with the student's written consent, to officials within the school, to a court of competent jurisdiction and otherwise pursuant to the law.

A student file is maintained at least the required three years after the end of the award year last disbursing funds. The financial aid information submitted is also verified to make certain the student meets the eligibility requirements for federal financial aid. Financial aid is packaged by the Financial Aid office.

If the student is eligible for a Federal Pell Grant, this amount is awarded first. Federal aid is then awarded in the following order: Subsidized Direct Loan, then Unsubsidized Direct Loan. If a student is not eligible for Federal Pell Grant, the student is packaged for a student loan. Once the aid package is developed, the student is notified by an Estimated Method of Payment/Shopping Sheet that the awards are available and that the student may accept, decline or reduce student loans.

## **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.

## **PROCEDURES**

A student who wishes to withdraw during a term should do so officially through their current 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 a date of determination as the last academically-related activity the School has documented.

## **FINANCIAL REFUND**

A student who officially withdraws or is withdrawn from JRMC SON is eligible for a financial refund as follows:

The refund schedule is based on the official date of withdrawal of a student. The official date of withdrawal is defined as the student's date of last documented attendance or the date of determination being the last documented academically-related activity.

During the first 25% of the payment period, the refunds shall be made on a pro-rata basis.  
At the completion of 25% of the payment period, the student owes 50% of the tuition/fees.  
At the completion of 50% of the payment period, the student owes 75% of the tuition/fees.  
At the completion of 75% of the payment period, the student owes 100% of the tuition/fees.

Tuition and fee refunds are made within 45 days of withdrawal. All tuition/fees beyond the current payment period shall be refunded when a student terminates.

## **RETURN OF TITLE IV FUNDS**

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

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

- Student initiates an official withdrawal from JRMC SON.

- Student is administratively dropped by the instructor from all classes due to non-attendance.
- Student is administratively withdrawn from all courses as a result of disciplinary action.
- 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

A 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 a 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.

## **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:

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

## **CAMPUS SECURITY POLICY**

It shall be the policy of Jefferson Regional Medical Center to provide a safe environment for patients, visitors, students 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 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 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 by October 1<sup>st</sup> of each year.

## **CRIME STATISTICS**

The Crime statistics reported to Campus Security authorities or local police agencies for the last three calendar years are illustrated in the school catalog as well as the school website.

**DRUG FREE WORK PLACE POLICY**

Jefferson Regional Medical Center and the School of Nursing will provide a drug-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. Students involved in violations of this policy may also be subject to legal consequences.

Students 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. Students 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 student 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 student convicted of a crime will be required to notify the Arkansas State Board of Nursing Prior to applying for the NCLEX-RN.

**NOTIFICATIONS TO STUDENTS**

Bulletin Boards are located in each classroom. Students, faculty, and/or administrative personnel may post notices for schedules, policy changes, selected articles, and/or messages. Students are responsible for reading the Bulletin Boards daily. All information posted should be dated, signed and removed when information is no longer current.

There is a bulletin board in the student lounge. It is to be used for policy changes, selected current articles, and messages. SNA representatives and/or administrative personnel may post notices. Also, notices are made visible to students through the Canvas Learning Platform with their personal login.

Printed copies of the above documents are available to students upon request.

**VOTER REGISTRATION**

JRMC School of Nursing encourages all students to register to vote. Arkansas Voter Registration applications are available in the lobby of the School. The faculty and staff are available to answer any questions that may arise in regard to this matter.

**JRMC SON  
IMPORTANT TELEPHONE NUMBERS**

Cashier.....	541-7984
Skills Lab Coordinator.....	541-7867
Coordinator.....	541-7862
Emergency Department.....	541-6413

Financial Aid Coordinator .....	541-7935
Coordinator.....	541-7849
Jefferson Regional Medical Center .....	541-7100
Instructor.....	541-7856
JRMC School of Nursing.....	541-7858
Instructor	541-7863
Instructor.....	541-7859
Melville Library.....	541-7629
Coordinator.....	541-7861
Registrar.....	541-7858
Director.....	541-7164
Nursing Administration.....	541-7770
Pharmacy.....	541-7904
Instructor.....	541-7854
Security.....	541-7106/7107
Financial/Regulatory Services Coordinator.....	541-7935

### EXTERNAL LINKS AND RESOURCES

JRMC School of Nursing	<a href="http://www.jrmc.org/schoolofnursing">www.jrmc.org/schoolofnursing</a>
Jefferson Regional Medical Center	<a href="http://www.jrmc.org">www.jrmc.org</a>
Accrediting Agency	<a href="http://www.abhes.org">www.abhes.org</a>
Arkansas State Board of Nursing	<a href="http://www.arsbn.org">www.arsbn.org</a>
FAFSA – JRMC SON School Code 016498	<a href="http://www.fafsa.gov">www.fafsa.gov</a>
William D. Ford Direct Student Loans	<a href="http://www.studentloans.gov">www.studentloans.gov</a>
Arkansas Department of Higher Education	<a href="http://www.adhe.edu">www.adhe.edu</a>
WIOA (Workforce)	<a href="http://www.seadd.org">www.seadd.org</a>
Vocational Rehabilitation	<a href="http://www.vr.arkansas.gov">www.vr.arkansas.gov</a>

Please know that all the information in this document is available from the JRMC School of Nursing webpage, our School Catalog and the Student Handbook. Copies of these documents are maintained in the Registrar’s Office.



