JEFFERSON REGIONAL SCHOOL OF NURSING



Catalog

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Director's Message



On behalf of the faculty and staff, welcome to Jefferson Regional School of Nursing (JRSON). JRSON was established in 1981 and has a strong history of graduating compassionate nurses who go on to be leaders in their communities.

The purpose of this school is to graduate professional, competent nurses to improve the health of individuals, families and the community. The school seeks to offer the highest quality nursing education opportunity for qualified students. We strive to meet the demand for professional nurses in our community and southeast Arkansas. The purpose of the student handbook is to acquaint you with the policies of the school and familiarize you with the processes used to determine your progress through the program.

Thank you for choosing our institution for your educational needs. We look forward to serving you.

Sincerely,

Michelle Newton MSN, RN-Director
Jefferson Regional School of Nursing

GENERAL INFORMATION

CATALOG REVISION STATEMENT

This catalog is intended to provide general information to students and prospective students. 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 JRSON deems necessary. Changes to the catalog are published in a catalog addenda and updated versions of the catalog, which are distributed to all students via the learning portal. The catalog changes become effective immediately upon publication and apply to all enrolled students.

The JRSON Catalog serves as the official source for institutional information, admission requirements, curriculum, tuition and fees, financial aid, accreditation, approvals, student learning outcomes, and graduation requirements. The Student Handbook serves as the official source for student conduct, attendance, progression, clinical requirements, testing, disciplinary procedures, appeals, grievances, and safety requirements. Students are responsible for complying with both documents.

VISION, MISSION, GOAL STATEMENT & VALUES

JEFFERSON REGIONAL HOSPITAL(JR): Jefferson Hospital Association, Inc. is a 501(c)(3), not-for profit organization incorporated in the State of Arkansas. Jefferson Hospital Association's primary purpose is to provide healthcare to the citizens of Southeast Arkansas. Jefferson Hospital Association, Inc., d/b/a Jefferson Regional, the only acute hospital in Jefferson County, is licensed for 300 beds. JR serves residents of an 11-county area that includes Jefferson, Cleveland, and Lincoln counties (primary service area) and Arkansas, Ashley, Bradley, Chicot, Dallas, Desha, Drew, and Grant counties (secondary service area). It is estimated that approximately 65 percent of Jefferson Regional's patients originate from its primary service area with 35 percent originating from the secondary service area. JR Hospital is the parent organization for JRSON.

Jefferson Hospital Association, Inc. is comprised of 30 members with the primary responsibility of electing the Board of Directors. A 19-member Board of Directors conducts the business of the Association. Seventeen members are elected by the membership of the Association following recommendations of a nominating committee. In addition to the elected Directors, the Chief Executive Officer and the Chief of the Medical Staff of JR are members of the Board of Directors as long as they hold those positions.

The Vision of JR is to be the healthcare provider and employer of choice for Southeast Arkansas.

The Mission of JR is to improve health through excellence and compassion.

The Goal is to focus on the future and within the next decade JR will build a new facility to replace the current hospital. This will impact the health, wellness, and economy throughout Southeast Arkansas for generations to come and will fulfill Jefferson Regional's promise to provide quality health services to all members of our community.

Jefferson Regional, as a community-owned, not-for-profit health care provider, is guided by 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

JEFFERSON REGIONAL SCHOOL OF NURSING: The philosophy of JRSON is in accordance with the Jefferson Hospital Association and American Nurses Association (ANA) standards of professional performance and standards of care.

The Faculty at JRSON believe:

- A person is a physical, emotional, and spiritual being of worth and dignity who has the right to pursue the 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 situations in the provision of patient-centered care. Nursing requires knowledge, skills, and attitudes within the Quality and Safety Education for Nursing 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 partners 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 assumes the responsibility for their own continued

professional development and for providing a curriculum that reflects current healthcare practices.

- JRSON serves as a community resource that 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.

JRSON utilizes Benner's Novice-to-Expert Model as the developmental framework and Constructivist and Adult Learning theories as the instructional frameworks. The faculty recognizes the obligation to prepare graduates who qualify to function as competent beginning practitioners of nursing in the hospital and a variety of health care settings.

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

The vision of JRSON is to develop curriculum to enhance undergraduate nurse education that reflects JRSON Core Values of compassion, accountability, respect, excellence and safety (CARES).

The goal of JRSON is to offer 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.

JEFFERSON REGIONAL SCHOOL OF NURSING HISTORY

In mid-1980, the severe shortage of registered nurses in Arkansas prompted the Administration of Jefferson Regional Medical Center (JRMC) to begin plans for the 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 Jefferson Regional Medical Center 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 wherever 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 to a remodeled facilities area on the first-floor 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 exam and qualified as registered nurses. Eighteen (18) of the new graduates were employed at JRMC 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 Curriculum Director Mary Snavely 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 Genece 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 provide scholarships 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 to 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. In November 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 National League for Nursing Accreditation Commission (NLNAC) 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 NLNAC 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. The building was expanded and remodeled in 2007-2008 and to house a "smart classroom" and simulation lab. As Jefferson Hospital became known as Jefferson Regional Medical Center, the School became known as JRMC School of Nursing (JRMC SON).

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 NLNAC, the school was granted a full eight-year accreditation with no deficiencies. On May 1, 2008, Carolyn Dobbins retired as program director of the school and Kathy Pierce was named Director of the School of Nursing.

In October 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 JRSON's existing building, learning was enhanced by one million dollars' worth of equipment received from a HRSA grant. On April 1, 2008, funds enabled the purchase of a high technological A/V system that provided connectivity within the skills laboratory, throughout the nursing school building, as well as linking the school with outside facilities.

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.

In 2018, Michelle Newton MSN, RN was named program director. Previously, Director Michelle Newton served as the Administrative Director for several nursing units at Jefferson Regional including: Maternal Child, Med Surg, Rehab, Outpatient Infusion, Same Day Pre & Post Op surgery, GI Lab and Dialysis. Through her leadership, Director Newton has brought about meaningful change at JRSON.

By modeling fairness and integrity, Director Newton has inspired faculty and students to work towards achieving their goals. In late 2019, an innovative new curriculum was developed with major changes, that was approved by the Arkansas State Board of Nursing (ASBN), Arkansas Department of Education (DOE) and Accrediting Bureau of Health Education Schools (ABHES). The new curriculum was initiated in July 2020 for the December 2021 cohort and culminated in a historic 100% pass rate on the NCLEX-RN.

Director Newton supports student success through team building and embedding active learning strategies throughout the curriculum. In 2021, a grant from the Blue and You Foundation culminated in an extensive renovation to the Simulation Center. The Simulation Center provides high-quality clinical skills practice opportunities that promote sound clinical reasoning and decision-making amongst the students.

Director Newton's visionary leadership has been instrumental in advancing technologies and best teaching practice at JRSON. Accomplishments include utilizing educational telehealth services, standardizing curriculum within the Canvas Learning Management System, and purchasing several medium fidelity multicultural mannequins for the simulation center.

In 2022, JRMC SON was renamed Jefferson Regional School of Nursing. According to the present director, Michelle Newton, JRSON has had a total of 1434 graduates since the opening of the program. The graduates are working in a large variety of health care facilities such as hospitals, rehabilitation facilities, physician offices, health clinics, mental health clinics and health departments.

In August 2024 JRSON moved to JR Watson Chapel Health Complex to a bigger space to enhance the learning atmosphere for the students. This facility renovation was funded by the USDA, Delta Healthcare Services Grant of 2023.

In August 2024, Jefferson Regional School of Nursing successfully completed both an ABHES accreditation site visit and an ACEN initial accreditation site visit. Both accrediting bodies granted full accreditation for five years with no deficiencies, violations, or compliance concerns identified.

PHILOSOPHICAL FRAMEWORKS

Goal, Mission, Vision, Philosophy, and Graduate Specific Competencies Crosswalk

Jefferson Regional Hospital Goal, Mission, Vision & Values	JRSON Program Goal, Mission, Vision & Values	JRSON Program Outcomes (PO), End-of-Program Student Level Outcomes (EPSLO) and Competencies
The Goal of Jefferson Regional Hospital is to focus on the future and within the next decade, Jefferson Regional will build a new facility to replace the current hospital. This will impact health, wellness and economy throughout Southeast Arkansas for generations to come and will fulfill	The Goal of JRSON is to offer 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.	PO#1: Graduate future entry-level nurses who will improve individual, family, and community health and wellness by applying evidence-based skills and knowledge into their practice.

Jefferson Regional's promise to provide quality health services to all members of our community.		PO#2: Graduate competent entry-level practitioners to help meet the demand for professional nurses in the community. PO#3: Offer the availability of nursing education opportunities for qualified learners. PO#4: Develop responsible, accountable, and competent entry-level professional practitioners. EPSLO#1: Incorporate clinical judgment through the use of the nursing process to provide patient-centered care while meeting theneeds of individuals, families, groups, and communities along the health-wellness continuum throughout the lifespan. EPSLO#2: Lead the interprofessional team utilizing appropriate delegation and prioritization through teamwork and collaboration. EPSLO#3: Prioritize safe nursing care to patients across the lifespan in a variety of settings. EPSLO#4: Integrate the use of informatics to assisting, gathering and utilizing
The Mission of Jefferson Regional hospital is to improve health through excellence and compassion.	The Mission of the JRSON is to prepare graduates who function as safe, competent, professional beginning practitioners of nursing in the hospital and other health care settings.	
The Vision of Jefferson Regional hospital is to be the healthcare provider and employer of choice for Southeast Arkansas.	The Vision of JRSON is to develop curriculum to enhance undergraduate nurse education that reflects JRSON Core Values of compassion, accountability, respect, excellence and safety (C.A.R.E.S).	
The values of Jefferson Regional Hospital are Compassion, Accountability, Respect, Excellence and Safety (C.A.R.E.S.)	The values of compassion, accountability, respect, excellence and safety (C.A.R.E.S) are integrated throughout the JRSON curriculum.	
The Philosophy of Jefferson Regional Hospital is to actively improve the health of the communities served and to transform the way care is delivered. We at Jefferson Regional Hospital believe that: • Patient care excellence is a commitment to those we serve – one that we renew each day. We will be here to deliver high-quality, specialized healthcare that is compassionate, collaborative and individually focused.	The Philosophy of JRSON is in accordance with the Jefferson Hospital Association and American Nurses Association (ANA) standards of professional performance and standards of care. JRSON nursing faculty believe that: • It is important to integrate the JRSON Student Level Outcomes (SLO) and Quality and Safety Education for Nurses (QSEN) core competencies into the curriculum • Abide by the four metaparadigms of nursing	

• A culture of empathy, respect, teamwork and compassion is vital to our success. • It is essential to partner with patients and their families, making them members of the care team, in order to achieve positive outcomes. • In taking a strong leadership role in improving the health of our communities, today and in the future. • The importance of partnering and aligning with other organizations to achieve this goal.	that include person, environment, health, and nursing. • JRSON utilizes Benner's Novice-to-Expert Model as the developmental framework and Constructivist and Adult Learning theories as the instructional frameworks <u>Nursing Metaparadigm</u> • A person is a physical, emotional, and spiritual being of worth and dignity who has the right to pursue the 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	healthcare information and knowledge in inpatientcare. EPSLO#5: Model professionalism in the nursing role while respecting an individual's dignity, worth, values, culture, and rights. EPSLO#6: Exemplify responsible leadership while modeling self-directed and accountable professional nurse behaviors EPSLO#7: Integrate therapeutic communication with the patient, patient's family, and the interprofessional healthcare team when providing care. EPSLO#8: Practice evidence-based professional nursing as a competent beginning practitioner in a variety of health care settings. EPSLO#9: Integrate quality improvement processes in the healthcare setting. EPSLO#10: Evaluate the effectiveness of patient education and modify the teaching plans indicated.

	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 partners 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 assumes the responsibility for their own continued professional development and for providing a curriculum that reflects current healthcare practices. • JRSON serves as a community resource that 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.	

JRSON EDUCATIONAL LEARNING THEORIES & INSTRUCTIONAL FRAMEWORK CROSSWALK: The JRSON curriculum is grounded in Benner's Novice-to-Expert Model, Constructivist Learning Theory, and Adult Learning Theory, and is operationalized through the QSEN Competencies, NCSBN Clinical Judgment Measurement Model, ANA Code of Ethics, and contemporary professional nursing standards.

Theory	Purpose	As Evidenced By
Constructivism	Knowledge Construction	
		Most JRSON courses have a project to complete by a group of students that is facilitated by faculty. These projects are intended to assist the student to: • Construct new knowledge by building on previous learned knowledge and experiences • 'Learning to learn' how to be a safe competent nurse • Engage in an active process while learning

		• Use conversation and peer interaction, to help students retain their knowledge • Understand how ideas and concepts are linked together as they are learned from simple to complex • Engage the mind and learn to become internally motivated to achieve excellence as a nursing student A variety of teaching methods are utilized such as but not limited to: participation in the annual QUAPI fair at Jefferson Hospital, online discussions to problem solve Next Generation case studies, completing problem-based/ inquiry-based/cooperative learning assignments, constructing a mind map.
Theory	Purpose	As Evidenced By
Adult Learning Theory	Self-Directed Learning	
Self-Concept		Students become more self-directed as they progress throughout the JRSON curriculum. This is accomplished through: • Regular teacher-student advisement sessions • Encouraging self-directed learning by completing an ongoing individualized remediation plan with ATI Templates
Adult Learner Experience		Adult learners bring with them a wealth of experience that is a resource for learning. A wide variety of instructional techniques create an inclusive learning environment for a wide range of learners from different

		backgrounds. Examples of blended learning instructional techniques include Online student discussions, Canvas LMS assignments, quizzes, textbook readings, face-to-face lectures, discussion, group assignments, simulation scenarios, serious gaming.
Readiness to Learn		The adult learner is most interested in learning topics that have immediate relevance to them. The JRSON curriculum is a 17-month program with a strong clinical component for learning the knowledge, skills and abilities to become a safe competent beginning nurse.
Orientation to Learning		Adult learners prefer problem-centered activities, and this criterion is met when: • The student engages and completes interactive simulation scenarios in the laboratory • Completes Next Generation case study NCLEX-RN style questions • Completes an extensive ATI repository of interactive learning activities. Examples include Engage Fundamentals RN, Health Assess, Learning System RN, Nurse's Touch, Nurse Logic, Pharmacology Made Easy, Real-Life RN Medical Surgical, Skills Modules, The Communicator, Video Case Studies • Clear expectations and established assignment due dates are set by faculty

Motivation to Learn		Adults are practical, internally motivated and like to be respected. Students are treated as adults and are expected to be responsible and accountable for completing course assignments for lab/clinical/didactic, follow JRSON policy & procedures and to maintain professional behaviors at all times.

NCSBN CLINICAL JUDGEMENT MEASUREMENT MODEL: Students at JRSON will apply the NCSBN Clinical Judgement Measurement Model throughout the program in various didactic and clinical courses, to prepare them for the Next Generation NCLEX-RN board exam. It is highly recommended that students visit the NCSBN website to learn more about the model and details of the NCLEX-RN test plan. Access the websites at www.ncsbn.org or the clinical judgement model and the NCLEX test plan

LEVELED STUDENT LEARNING OUTCOMES

Student Learning Outcomes, QSEN & Benner's Novice to Expert Theory Crosswalk

Quality and Safety Education for Nurses (QSEN)	Level I Student Learning Outcomes (Benner's- Novice to Advanced Beginner)	Level II Student Learning Outcomes (Benner's-Competent)
Professionalism Level I & II • Follows Policies and is prepared for clinical • Attends all clinical experiences/follows policy for reporting absence • Arrives on time • Dresses in appropriate attire following policy • Practices safely at all times • Maintains academic integrity • Maintains Patient Confidentiality and interacts appropriately with patients, faculty, peers, and	• Practice nursing in a professional, ethical, and legal manner while providing patient-centered, standard based nursing care *Note: duplicated from Patient-Centered Care*	• Model professionalism in the nursing role while respecting an individual's dignity, worth, values, culture and rights. Exemplify responsible leadership while modeling self-directed and accountable professional nurse behaviors

members of the interdisciplinary team		
Patient-Centered Care	• 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 • Practice nursing in a professional, ethical, and legal manner while providing patient-centered, standard based nursing care • Demonstrate leadership, management, and priority setting skills to support safe, quality patient-centered care • Incorporate verbal and nonverbal communication strategies with patients and families from diverse backgrounds that promote an effective exchange of information and development of therapeutic relationships • Provide appropriate health-related information to patients and families that facilitate their understanding of new knowledge and skills	• 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. • Integrate therapeutic communication with the patient, patient's family, and the interprofessional healthcare team when providing care. • Evaluate the effectiveness of patient education and modify the teaching plan as indicated.
Teamwork & Collaboration	• Participate as a member of the interprofessional healthcare team in the	• Lead the interprofessional team utilizing appropriate delegation and

	provision of safe, quality patient-centered care	prioritization through teamwork and collaboration.
Evidence-based Practice	• Identify best current evidence from scientific and other credible sources as a basis for developing individualized patient-centered plans of care	• Practice evidence-based professional nursing as a competent beginning practitioner in a variety of health care settings.
Quality Improvement	• Participate in data collection processes that support established quality improvement initiatives	• Integrate quality improvement processes in the healthcare setting.
Safety	• Implement strategies that minimize risk and provide a safe environment for patients, self, and others	• Prioritize safe nursing care to patients across the lifespan in a variety of settings.
Informatics	• Utilize evidence-based information and patient care technology in the provision of safe, quality patient centered care	• Integrate the use of informatics to assist in gathering and utilizing healthcare information and knowledge in patient care.

ACCREDITATION, APPROVALS, MEMBERSHIPS ACCREDITATION AND ARKANSAS DEPARTMENT OF EDUCATION CERTIFICATION

ACCREDITATION:

JRSON is a department of JR and is accredited by the Accrediting Bureau of Health Education Schools (ABHES) The ABHES is a recognized higher education accreditation organization that advances the quality of health education programs throughout the United States of America.

JRSON was granted accreditation from the Accreditation Commission for Education in Nursing (ACEN) Effective August 31, 2023.

APPROVAL:

The Associate of Applied Science Degree Nursing Program (AAS) is approved by the Arkansas State Board of Nursing (ASBN).

STATEMENT REGARDING ADHE CERTIFICATION: Arkansas Department of Higher Education Coordinating Board certification does not constitute an endorsement of 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.

Address and phone numbers of accrediting agencies may be viewed in APPENDIX A

MEMBERSHIPS AND AFFILIATIONS

JRSON is a member agency of the National League for Nursing (NLN). The NLN is a leader in setting national educational standards for the nursing workforce through education, development, and research.

JRSON is a member agency of the American Hospital Association (AHA). The AHA is the national organization that represents and serves all types of hospitals, health care networks, and their patients and communities. Nearly 5,000 hospitals, health care systems, networks, other providers of care and 43,000 individual members come together to form the AHA.

JRSON is a member agency of the Organization for associate degree Nursing (OADN). OADN is the leading advocate for associate degree nursing education and practice and promotes collaboration in the future of healthcare education and delivery.

JRSON is affiliated with several resource centers

- JR and affiliate clinics, 1600 W 40th Avenue, Pine Bluff, AR 71603
- Arkansas Department of County Health Departments, 3801 S Hickory Street, Pine Bluff, AR 71603
- Arkansas Children's Hospital, 1 Children's Way, Little Rock, AR 72202
- Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas for Medical Sciences UAMS AHEC, Kid's First 1609 West 40th Avenue, Pine Bluff, AR 71603
- JR Specialty Hospital for Rehab and Psy 1500 West Holland White Hall AR 71602
- Mainline Health Clinics Star City, Monticello, Sheridan and 535 Jordan Drive Monticello, AR 71655
- Jenkins Memorial Center 2410 Rike Dr PB 71603
- Star City School District -400 E AR Ave Star City AR 71667
- Jefferson Home Care-232 Frankie Lane White Hall AR 71602
- Baptist Health Memorial Center Drew County-778 Scogin Drive Monticello, AR 71655

CAMPUS LOCATION AND EDUCATIONAL DEGREE OFFERING

JRSON consists of one main campus located in Pine Bluff Arkansas:

Jefferson Regional School of Nursing
Physical Location: 4747 Dusty Lake Drive Pine Bluff, AR 71603
Mailing Address: 1600 West 40th Avenue, Pine Bluff, AR 71603
Phone: (870) 541-7858
www.jrmc.org

RESOURCES

HUMAN RESOURCES: There is currently one program director, SEVEN full-time faculty members, one Part-time clinical faculty member, three PDN Clinical faculty, one Financial/Regulatory Services coordinator, one Secretary/registrar and one Marketing/Recruiter.

FACULTY INPUT ON BUDGET & RESOURCE ALLOCATION: The governing organization JHA/JR allocates funds for: the nurse administrator, faculty, staff salaries, educational equipment, office supplies, furniture, and maintenance items. Faculty collaborates with administrators on both short term and long-term campus plans and have input into the yearly capital budget that meets the needs of JRSON. For example, in 2022 and currently JHA/JR allocated $10,000 to purchase the CANVAS Learning Management System by Instructure. Currently, all fiscal resources needed relating to Student Learning Outcomes and Program Outcomes are met.

BLUE AND YOU GRANT: In 2021/2022, JR Corporate Education and JRSON received four (4) adult mannequins, one (1) pediatric mannequin, one (1) baby mannequin, one (1) blood pressure arm, four (4) IV arms, multi-task trainer, and chest.

FACILITIES: JRSON is the base for all campus operations, from which all education and support services are delivered. The space includes:

- One building, the 2nd floor of the Watson Chapel Health Complex
- Three classrooms
- Three student study/conference rooms
- 2 Nursing skills/Simulation laboratories and control room
- Student lounge
- Administrative Conference room
- Administrative offices
- Faculty offices
- Faculty/staff lounge
- JRSON is wheelchair accessible throughout the building & handicap parking

JEFFERSON REGIONAL ADMINISTRATION

The JR Administration structure can be viewed in Appendix D.

ADMINISTRATIVE STAFF/FACULTY AND CREDENTIALS

JRSON provides students with a qualified faculty of professionals who are committed to sharing their knowledge and experience. Faculty credentials can be viewed in Appendix E.

DATE(S)

Original Policy Effective Date:

- General Information Catalog Section: Reviewed 11/2023

Change/Review/Approval Date: 11/2023, 1/2/2025, 01/02/26, 07/01/2026

HOURS OF OPERATION & HOLIDAY TIME

Office hours for JRSON are between 8:00 am to 4:30 pm Monday through Friday. The telephone number for the registrar is (870) 541-7858; e-mail address, richardsone@jrmc.org . School days are defined as Monday through Friday with observance of the student course calendar.

In addition, faculty will post available office hours in Canvas LMS, prior to the start of the course and arrange additional student sessions by appointment. Scheduled class hours are noted in the appropriate course syllabus.

Holidays for JRSON are similarly observed by Jefferson Regional. These are New Year's Day, Martin Luther King Day, Independence Day, Labor Day, Memorial Day, Spring Break, Thanksgiving Day, and Christmas Day. **See Academic Calendar APPENDIX F**

ASSOCIATE OF APPLIED SCIENCE IN NURSING (AAS) DEGREE PROGRAM AND PROGRAM DELIVERY

Jefferson Regional School of Nursing (JRSON) offers an Associate of Applied Science (AAS) in Nursing degree program designed to prepare learners for entry-level professional nursing practice and eligibility to apply for licensure as a Registered Nurse (RN) through successful completion of the NCLEX-RN® examination. The program is supported by dedicated faculty, students, and administrative staff who are committed to excellence in nursing education, professional development, and the preparation of safe, competent graduates to serve the healthcare needs of the community.

JRSON is a residential nursing education program in which all instruction is delivered onsite and in person. The School does not offer distance education courses. Learning experiences occur in a variety of settings, including classrooms, campus skills laboratories, simulation laboratories, hospitals, outpatient facilities, long-term care facilities, physicians' offices, and other community healthcare settings. Through planned learning experiences and individualized guidance, students develop the knowledge, clinical skills, professional behaviors, clinical judgment, critical thinking, and communication skills required for contemporary nursing practice.

The AAS Nursing Program consists of seventy-two (72) semester credit hours, including forty-eight (48) semester credit hours of nursing coursework and twenty-four (24) semester credit hours of required general education coursework. Students must successfully complete all required general education courses with a grade of "C" or higher before entering the nursing core curriculum. Nursing courses must be completed in the prescribed sequence.

The curriculum is delivered over approximately seventy-nine (79) weeks and follows a single curriculum track that may be completed in approximately seventeen (17) months. Students enter the nursing program as members of a cohort and progress through the curriculum according to the approved program plan of study (APPENDIX C). Students must follow the prescribed curriculum plan to ensure timely progression and graduation. Any deviation from the plan requires prior approval from the Registrar, the appropriate Coordinator, and the Program Director.

JRSON admits new student cohorts twice annually, with program start dates in January and July. Graduations are held twice each year, typically in May and December.

Classes are generally scheduled Monday through Friday between 8:00 a.m. and 4:00 p.m., unless otherwise indicated on course calendars. A detailed class schedule is provided at the beginning of each term. Selected courses include laboratory and simulation experiences that are taught concurrently with classroom instruction to reinforce theoretical concepts through hands-on application. Laboratory, simulation, and clinical experiences are scheduled by faculty and may occur on any instructional day. Clinical experiences vary by course and are conducted in a variety of healthcare settings.

The curriculum emphasizes early and continuous patient-care experiences while providing a strong foundation in the biological, physical, and behavioral sciences. Students engage in progressively complex clinical learning experiences that promote the integration of nursing theory, evidence-based practice, clinical judgment, patient-centered care, communication, and professional accountability. Learning opportunities are provided through planned classroom, laboratory, simulation, community, and clinical experiences, supported by individualized faculty guidance.

The nursing curriculum is developed, implemented, and evaluated by JRSON faculty in accordance with the requirements and standards of the Arkansas State Board of Nursing (ASBN), the Accreditation Commission for Education in Nursing (ACEN), and the Accrediting Bureau of Health Education Schools (ABHES). The curriculum incorporates nationally recognized professional standards and guidelines, including the Quality and Safety Education for Nurses (QSEN) competencies, the American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements, National Patient Safety Goals, Healthy People 2030 initiatives, Centers for Disease Control and Prevention (CDC) infection prevention and isolation precaution guidelines, and other contemporary professional nursing standards.

Upon successful completion of all program requirements, graduates are awarded the Associate of Applied Science in Nursing degree and are eligible to apply to take the NCLEX-RN® licensing examination. Graduates are prepared for employment as beginning professional nurses in a variety of healthcare settings, including hospitals, ambulatory care centers, long-term care facilities, physicians' offices, and community-based healthcare organizations.

All instruction, course materials, assessments, student services, and official program communications are provided in the English language.

JEFFERSON REGIONAL SCHOOL OF NURSING PROGRAM OBJECTIVES

At JRSON, there are four program objectives:

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

JEFFERSON REGIONAL SCHOOL OF NURSING STUDENT LEVEL OUTCOMES

Level I	Level II
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. 2. Participate as a member of the interprofessional healthcare team in the provision of safe, quality patient-centered care. 3. Implement strategies that minimize risk and provide a safe environment for patients, self, and others. 4. Utilize evidence-based information and patient care technology in the provision of safe, quality patient-centered care. 5. Practice nursing in a professional, ethical, and legal manner while providing patient-centered, standard-based nursing care. 6. Demonstrate leadership, management, and priority setting skills to support safe, quality patient-centered care. 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.	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. 2. Lead the interprofessional team utilizing appropriate delegation and prioritization through teamwork and collaboration. 3. Prioritize safe nursing care to patients across the lifespan in a variety of settings. 4. Integrate the use of informatics to assisting, gathering and utilizing healthcare information and knowledge in inpatient care. 5. Model professionalism in the nursing role while respecting an individual's dignity, worth, values, culture, and rights. 6. Exemplify responsible leadership while modeling self-directed and accountable professional nurse behaviors. 7. Integrate therapeutic communication with the patient, patient's family, and the interprofessional healthcare team when providing care. 8. Practice evidence-based professional

8. Identify best current evidence from scientific and other credible sources as a basis for developing individualized patient-centered plans of care. 9. Participate in data collection processes that support established quality improvement initiatives. 10. Provide appropriate health-related information to patients and families that facilitate their understanding of new knowledge and skills.	nursing as a competent beginning practitioner in a variety of health care settings. 9. Integrate quality improvement processes in the healthcare setting. 10. Evaluate the effectiveness of patient education and modify the teaching plan as indicated.

CURRICULUM ORGANIZATIONAL PLANS AND PROGRAM SCHEDULE

At JRSON students enter the program of study as part of a cohort. Each cohort follows the 17-month curriculum organization plan outlined on APPENDIX C. Students must follow the curriculum organizational plan to ensure completion and graduation on the scheduled date. The must be no deviations from the plan without the registrar and respective coordinator's/program director's prior approval.

Classes are scheduled on a regular basis and are usually Monday – Friday, 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 and/or simulation labs taught concurrently with lecture topics. This approach provides students with hands-on experience and visual reinforcement of the principles learned in the classroom. Lab and simulation lab rotations are scheduled by the faculty and may occur on any class day. The clinical experience varies per course.

GENERAL EDUCATION

General Education/Pre-requisite courses are taught through Southeast Arkansas College (SEARK). Course descriptions and credits are the basis for comparison when evaluating general education coursework from other institutions. 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 Arkansas 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 JRSON Admissions, Progression, Retention, Graduation Committee.

To obtain an Associate of Applied Science in Nursing degree from JRSON, the student must complete 24 credits of general education. All prerequisite courses are required to be completed before acceptance into the program. Each prerequisite must be completed with a grade of 'C' or better prior to enrollment. The courses below will fulfill the general education requirements at JRSON.

- 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)

Note: Anatomy & Physiology II and I must be less than 5 years old.

COURSE DESCRIPTIONS

SOUTHEAST ARKANSAS COLLEGE GENERAL EDUCATION COURSES (Catalog 2024-2025):

ENGL 1313 - English Composition I: Credit Hours: 3 Lecture Hours: 3 (45 clock hours) Prerequisite(s): Placement by an ACT score of 19 or better or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1393 - IRW Integrated Developmental Reading and Writing, or a minimum grade of "C" or better in ENGL 1113 - Fundamentals of Writing. Corequisite(s): READ 1213 - Developmental Reading, if required the course will focus on principles and techniques of expository and persuasive composition, analysis of texts with an introduction to research methods, and critical reading. Offered in fall, spring, and summer. A minimum grade of "C" or better is required for passing.
ENGL 1323 - English Composition II: Credit Hours: 3 Lecture Hours: 3 (45 clock hours) Prerequisite(s): ENGL 1313 - English Composition I or ENGL 1393 – ALP. English Composition I with a minimum grade of "C" or better. The course will focus on the further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. Offered in fall, spring, and summer. A minimum grade of "C" is required for passing.
PSYC 2303 - General Psychology: Credit Hours: 3 Lecture Hours: 3 (45 clock hours) Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score or READ 1213 - Developmental Reading of a grade of "C" or better. This course is the study focused on the human experience within the physical and social environment. Topics include the 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. The course required psychology as well as social science majors and minors. Offered in fall and spring only.
BIOL 2454 - Human Anatomy and Physiology I: Credit Hours: 4 total Lecture Hours: 3 (45 clock hours) Lab Hours: 1 (30 clock hours) Prerequisite(s): BIOL 1464 - Principles of Biology or high school Advanced Placement AP biology with a grade of "C" or better in the course or a score of 19 on the science reasoning portion of the ACT and completion or test score-validated exemption of all required developmental studies courses in English and reading. 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. Offered in fall, spring, and summer. A grade of "C" or better is required for passing.
BIOL 2464 - Human Anatomy and Physiology II: Credit Hours: 4 Lecture Hours: 3 (45 clock hours) Lab Hours: 1 (30 clock hours) Prerequisite(s): BIOL 2454 - Human Anatomy and Physiology I with a grade of "C" or better in the course. This is a lecture- laboratory course designed to cover structure and function of the following systems: circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive. Offered in fall, spring, and summer.
BIOL 2474 – Microbiology: Credit Hours: 4 Lecture Hours: 3 (45 clock hours)Lab Hours: 1 (30 clock hours) Prerequisite(s): BIOL 1464 - Principles of Biology or BIOL 2454 -Human Anatomy and Physiology I with a grade of "C" or better completion of or test score validated exemption from developmental courses in English, reading, and mathematics with a grade of "C" or better. This course covers the fundamentals of microbiology, with particular emphasis on the impact of microorganisms on human health. Offered in fall, spring, and summer.
MATH 1333 - College Algebra: Credit Hours: 3 Lecture Hours: 3 (45 clock hours) Prerequisite(s): Placement by an ACT Math score of 19+ or equivalent ACCUPLACER Math score 255+ or, MATH 1023 Intermediate Algebra with a grade of "C" or better, or MATH 1063 - Foundations of College Algebra with a grade of "C" or better. The course covers the real number system and fundamental operations, quadratic equations, inequalities, complex numbers, functions and graphs, logarithms, and systems of equations. Offered in fall, spring, and summer.

ADMISSION TO JEFFERSON REGIONAL SCHOOL OF NURSING

JEFFERSON REGIONAL SCHOOL OF NURSING CORE COURSES:

N100-Foundations of Nursing Practice: Credit Hours: 12 (Theory 6 hours (180 clock hours); Clinical 2 hours 90 clock hours); Lab 4 hours (120 clock hours): Prerequisites- All General Education credits completed; This course introduces nursing and roles of the nurse, as well as professional-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. A grade of "C" or better is required for passing.
N104-Adult Health I: Credit Hours: 9 (Theory 5 (75 clock hours); Clinical 4 (180 clock hours): Prerequisite N100; 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 with an opportunity to apply theoretical concepts and implement safe patient care to adults in a variety of settings. A grade of "C" or better is required for passing.
N106-Pharmacology I: Credit Hours: 3 (Theory 2 (30 clock hours); Lab 1(30 clock hours); Prerequisite N100. This course introduces 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. A grade of "C" or better is required for passing.
N200-Maternal Child Nursing Care: Credit Hours: 10 (Theory 6 (90 clock hours); Clinical 4 (180 clock hours)); Prerequisites N100, N104, N106. 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. Concepts of mental health nursing, informatics, and nutrition are included. 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. A grade of "C" or better is required for passing.
N202-Transition to Professional Nursing Practice: Credit Hours: 2 (30 clock hours; Theory); Prerequisites N100, N104, N106. 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. A grade of "C" or better is required for passing.
N204-Adult Health II: Credit Hours 9 (Theory 5 (75 clock hours), Clinical 4 (180 clock hours)); Prerequisites N100, N104, N106; N200, N202. 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. A grade of "C" or better is required for passing.
N206-Pharmacology II: Credit Hours 2 (Theory 1 (15 clock hours), Lab 1(30 clock hours)); Prerequisites N100, N104, N106; N200, N202. 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. A grade of "C" or better is required for passing.
N208-NCLEX PREP: Credit Hours 1 (30 clock hours; Theory); Prerequisites N100, N104, N106; N200, N202. 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, also achieve Greenlight Status, and take the NCLEX-RN examination. A grade of "C" or better is required for passing.

CAREER PLACEMENT, STUDENT EMPLOYMENT AND EMPLOYMENT STATEMENTS

CAREER PLACEMENT: The school does **not** provide placement assistance upon graduation; the student is still ultimately responsible for obtaining employment by seeking open job positions and conducting oneself in a professional manner throughout the employment process.

STUDENT EMPLOYMENT: Although faculty does not recommend that a student work while attending school, we are aware that in some cases, this is unavoidable. Any student may secure employment on scheduled days off. The student is expected to use good judgment in determining the number of hours of employment in relation to school responsibilities. JRSON assumes no responsibility for any student engaged in gainful employment and employment will not take precedence over any educational requirements.

JEFFERSON REGIONAL EMPLOYMENT STATEMENT: JRSON 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.

DATE(S)

- **Original Policy Effective Date**: 11/14/2023 **Change/Review/Approval Date**: Nursing Program Catalog Section: Reviewed 11/14/2023, 12/21/24, 01/02/25, 01/02/26, 07/01/2026

ADMISSIONS

ADMISSION TO JEFFERSON REGIONAL SCHOOL OF NURSING

APPLICATION AND ADMISSION REQUIREMENTS:

1. Fully completed online application
2. Official high school graduate transcript or GED (mailed from school) or emailed from the HS to JRSON Registrar
3. Official transcripts for high school and all college courses (mailed or emailed from the school. They can be hand delivered if there is an official unbroken seal on the envelope).
4. ACT score results are required.
5. Foreign language transcripts must be evaluated using the credential evaluation services of an agency that has published standards for membership, affiliations to US-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). Evaluation of the transcript will be at the expense of the applicant.
6. ATI TEAS Exam with composite score of 60 or above, including a reading score of 58.7%
7. An Application Fee of $200.00 is due upon application deadline, the fee is nonrefundable and does not apply to tuition.
8. TOEFL (Test of English as a Foreign Language): Minimum score 540 paper-based, 207 computer-based or 80 internet-based for US citizens for whom English is the second language.
9. Current CPR certification (CPR & AED must be completed prior to the start of clinical and each student is required to maintain a current certification throughout the program)
10. Letter of Good Standing if previously enrolled in a nursing program (LPN or RN).
11. Current immunizations required before admission to the program

Note: All material submitted for the application process becomes the property of JRSON and cannot be returned or forwarded. Any false information will result in rejection of applicant.

SEVIS, ABILITY-TO-BENEFIT, ADVANCED PLACEMENT, EXPERIENTIAL LEARNING STATEMENTS:

1) JRSON is not certified on the Student and Exchange Visitor Information System (SEVIS), and therefore cannot accept international students on Student Visas, or applicants who are not US citizens.
2) Ability-to-Benefit and/or applicants without a high school diploma or GED are ineligible for admission to the program.
3) Advanced Placement/Credit for Experiential Learning is not offered at JRSON.

CORE CAMPUS:
The application for JRSON can be found through Core Campus, our student information system.

https://jrn-web.scansoftware.com/cafeweb/tapestry?page=Application

ADMISSIONS CONTACT INFORMATION: All inquiries for admission should be directed to the school registrar using the link to Core Campus: https://jrn-web.scansoftware.com/cafeweb/tapestry?page=Inquiry%20Form

Registrar- Mailing Address:
JRSON:
1600 West 40th,
Pine Bluff, AR 71603
(870-541-7858)
Richardsone@jrmc.org

Physical Address:
4747 Dusty Lake Drive
Pine Bluff, AR 71603

ATI TEAS EXAM: A minimum score of 60% is required for admission with a reading score of 58.7%. Effective for the July 2026 start all TEAS exams must be taken in person regarding admission to JRSON. Students are only allowed to take the TEAS three times every 5 months. To schedule to take the ATI TEAS exam at JRSON: TEAS Exam Information | Register for the TEAS | ATI (atitesting.com) This exam is paid for on the ATI/TEAS Website. The potential applicant may take the exam in person at JRSON. Upon finishing the exam, print (2) copies of the results, one copy is to be given to the JRSON, and the other copy is for yourself.

APPLICATION PROCESS: The prospective nursing student may begin the application process while still enrolled in required pre-requisite college courses. However, all required pre-requisite courses must be completed with a grade of "C" or better by January or July/August of the enrollment year, before the first day of class verified by an official transcript to begin Foundations of Nursing N100.

Class Starts:	Deadline for Enrollment:
January	November 1st
July/August	June 1st

SELECTION PROCESS: Admission to JRSON is selective and includes a complete review of the applicant's file by the Director and/or Admissions, Promotion, Recruitment and Graduation (APRG) committee. Selection for entry is competitive because each entering class is limited in size by number. Also, selection for enrollment is based on a pre-established scoring system that includes High School GPA or GED, College GPA, Academic History, ATI Teas Entrance Exam and ACT.

The APRG committee selects applicants for admission to JRSON who best meet the criteria for selection and admission. Each applicant is notified in writing of their status (acceptance, pending

receipt of all required documents as described in the admission process, or non-acceptance). Applicants selected for admission should notify the JRSON of intent to enroll by paying a $200.00 (non-refundable) admission fee by the application deadline. Selected applicants not enrolling, but who seek admission later, have no preferential status and are reconsidered for entry by the same process as new applicants for the next class.

CANCELLATION OF ENROLLMENT

New students may cancel enrollment to JRSON, 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 JRSON, except for the application fee as described below will be issued to the original source of payment.

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

The fees for resources may be refundable as described herein. Refunds will not be issued for textbooks or eBooks with access codes, hardbound reference materials, uniforms, experiential learning kits, etc. JRSON must be reimbursed for the cost of any issued learning supplies not accepted or returned.

READMISSION TO JEFFERSON REGIONAL SCHOOL OF NURSING

A student desiring re-entry into the program will be evaluated by the director and APRG committee. A student may be readmitted to JRSON only one (1) time following academic dismissal or a "withdrew failing" recorded on the JRSON 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. No more than 12 months have passed between dismissal and readmission. To be considered for readmission, the applicant must: 1) apply for readmission prior to the date course begins and include the application fee with the re-application form and meet all admission requirements. Please contact registrar for re-application form

STUDENT MILITARY LEAVE OF ABSENCE POLICY: JRSON acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies to perform their military obligation. Military obligation is defined as but not limited to; activations, deployments, mobilizations, permanent change of station, temporary duty assignment, drill and unit training assemblies. In accordance with the federal regulation 34 C.F.R. § 668.18 JRSON will readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation. To seek re-admission the student will reapply for admission in accordance with the current admission requirements and application deadlines.

The Military Leave of Absence Policy applies to service members only who are unable to attend classes for more than 30 consecutive days; and those who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from JRSON.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

A student must provide written notice of a uniformed service obligation to the director and must also give written notice of their intent to return to JRSON within three years after the completion of the period of service. The returning student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

If JRSON determines that a returning student is not prepared to resume the program or is unable to complete the program, JRSON will make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the college, JRSON is not required to readmit the student. In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy.

TRANSFER POLICIES

Transfer of credits 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 JRSON 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.

Credit for college courses may be transferred if the course is comparable to the required course in the JRSON 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 Anatomy & Physiology I & II older than 5 years will need to repeat the courses. 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 JRSON.

JRSON does not imply, promise or guarantee transferability of credits earned from any other educational or vocational institution. Credits earned at JRSON may not be transferable to any other educational, vocational or other institution. Transferability of credits is solely dependent on the policies of the institution which the student seeks to transfer.

MILITARY TRANSFER CREDIT: JRSON may award transfer credit for military training and experience. Based on American Council of Education credit recommendations and after final evaluations for credit recommendations, credit may be awarded for any course for which JRSON has a credit equivalency. An official transcript must be provided to JRSON 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.

EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT POLICY

It is the policy and practice of the JRSON 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. JRSON will adhere to all applicable federal, state, and local laws, regulations and guidelines, and Jefferson Regional/JHA Policy related to Reasonable Accommodations.

ESSENTIAL FUNCTIONS: JRSON has identified specified essential functions critical to the success of students enrolled in the nursing program. 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 JRSON 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.

- 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.
- 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.
- Communication/Behavioral: Communicate 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 JRSON values of compassion, accountability, respect, excellence, and safety (CARES).

- 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.
- Environmental: Can occasionally be involved with work outside and continuously inside. Occasionally be exposed to temperatures 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.
- Fine Motor/Touch Skills: Utilize fine motor dexterity, move and lift objects, gather information with sense of touch, writing and document legibly, manipulate equipment, administer medications, utilize IV skills; perform emergency and other procedures and treatments.
- 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.
- Equipment: Can utilize computer, telephone, intercom, call light system, sphygmomanometer,
  stethoscope, thermometer, wheelchair, stretcher, weight scales, intravenous equipment, emergency equipment, paging system, IV/feeding pumps, glucose monitor, respiratory/oxygen equipment, suction equipment, beds, and over bed tables.

STUDENT WITH DISABILITIES

JRSON will provide reasonable accommodation as required to afford equal educational opportunities to qualified individuals. Reasonable accommodation will be provided in a timely and cost-effective manner to applicants or students providing documentation of disability.

Any applicant or student with a disability who needs accommodation 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. Provide documentation of medical, education, and psychological records, evaluation and recommendations by licensed practitioner. The accommodations must be specific and include the duration of the request by the practitioner.
3. JRSON 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 JRSON director who will share the

information to the appropriate course lead.

PROTECTION OF PRIVACY AND SECURITY OF INDIVIDUALS

The Privacy Policy of JRSON 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-Biley Financial Modernization Act of 1999 (GLB Act), and other applicable state and federal laws and regulations. In general, JRSON 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 of the JRSON Privacy Policy in its entirety. A form, signed and dated by the student, is kept in the student file.

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, students 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 student and are maintained by an institution or by third-party acting on behalf of that institution. Such records may include written documents (including student 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 student, such as student files, student system databases, and student 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.

Some information in a student's educational record is defined as directory information under FERPA. The school may disclose this type of information without the written consent of the student. However, the student can make a formal written request to restrict the release of directory information. Students 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 will not be released to anyone, including the parents of the student, without the prior written consent of the student. 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, earner identification numbers, race, ethnicity, nationality, gender, transcripts, and grades.

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 student 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 students are in jeopardy or when complying with a judicial order or subpoena.

FERPA also offers students certain rights to their education records. These rights include:

- The right to inspect and review students' education records within forty-five (45) days of the day the school receives the request
- The right to request amendments to students' education records that the student believes are inaccurate
- The right to consent to disclosures of personally identifiable information contained in students' 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
- 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

Students also have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the Act. For more information or complaints, write to:

FERPA Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901
Students Right to Due Process

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA):

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 the minimal amounts of information necessary to accomplish the task. The minimum disclosure standard determines the amount 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 student 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. Student 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. Students will, therefore, be required to meet all 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.

STUDENT RECORDS: Records are kept on each applicant, student, and former student of JRSON. The Director of JRSON is the person responsible for these records. In compliance with ABHES and ACEN the following documents are to be noted by students and alumni as their education records at JRSON.
In accordance with ABHES (2026) Records Maintenance requirements, the following information/documents are retained for a minimum of three (3) years after the end of the institution’s most recent fiscal year during which the student was last enrolled.

1. Student Status (Current, Withdrawn, Graduate, LOA)
2. Program enrolled in, start date, and graduation date
3. Enrollment agreement student services
4. Attendance Records
5. Signed attestation of high school graduation or equivalent (e.g. diploma, transcript or GED)
6. Admission determination documentation (e.g. admission exams)
7. Financial records (e.g. require financial aid documentation, tuition payments, refund calculations, and evidence of money returned)
8. Academic transcripts (must be maintained indefinitely)

9. Evidence most recent SAP evaluation, correspondence, academic advising
10. Evaluations for clinical experiences
11. Documentation of placement activity
12. Health records will be maintained when the student is actively enrolled.

Gramm-Leach-Bailey Act (GLBA) Information Safety/Security Plan
Protection of Student Financial Information (GLBA)

Gramm-Leach-Biley Act (GLBA) Information Safety/Security Plan

I. PURPOSE

The Gramm-Leach-Bliley Act ("GLBA"), together with the Federal Trade Commission ("FTC") Safeguards Rule,
regulates the security and confidentiality of customer information collected or maintained by or on behalf of financial
institutions or their affiliates. Because Jefferson Regional School of Nursing (JRSON) and parent organization
Jefferson Hospital Association (JHA) is a financial institution under GLBA by virtue of its processing and servicing of student loans, JRSON and JHA has established an Information Security Plan (the "Plan") to comply with GLBA and the Safeguards Rule. As required, the Plan is designed to ensure the security and confidentiality of applicable student information, protect against any anticipated threats or hazards to the security or integrity of such information, and protect against unauthorized access to or use of such information.
In addition, The School of Nursing resides within the Jefferson Regional domain and network infrastructure, which
provides multiple layers of security, intrusion detection, and constant monitoring.

II. POLICY STATEMENT

JRSON and JHA comply with, and requires its employees to comply with, all applicable federal, state, and local laws and regulations, as well as school of nursing policies and procedures, governing information security, confidentiality, and privacy. This Information Security Plan incorporates JRSON, JHA wide, departmental policies and procedures addressing the security and confidentiality of data encompassed by the definition of covered data below.

III. DEFINITIONS

A.Customer Information refers to any record containing nonpublic, personally identifiable financial information, whether in paper, electronic, or other form, that JRSON and JHA obtains from a student, a student's parent or spouse, a JRSON or JHA employee, alumnus, or any other third party while providing a financial product or service. This includes information provided by another financial institution or otherwise obtained by JRSON and JHA in connection with such services. Examples include names, addresses, phone numbers, bank and credit card account numbers, income and credit histories, and Social Security numbers.

B.Covered Data means all information required to be protected under GLBA, including customer information and other financial or personal identifying information that JRSON and JHA has included within the scope of this Plan.
C.Service Providers are third parties granted access to covered data, including but not limited to data disposal vendors, collection agencies, and systems support providers.
IV. INFORMATION SECURITY PLAN
GLBA requires financial institutions to develop, implement, and maintain a comprehensive information security program containing administrative, technical, and physical safeguards appropriate to the institution's size, complexity, and the sensitivity of customer information.
The GLBA Information Security Plan requires the School of Nursing to:
A. Designate Information Security Plan Coordinators-Director of JRSON & IT Technical Lead for JRSON
B. Identify reasonably foreseeable internal and external risks
C. Design and implement safeguards to control risks
D. Test and monitor safeguards -Security and intrusion monitoring within the JRMC network domain is always constant and active.
E. Select capable service providers and require safeguards-Core Campus Student Information System
F. Adjust the Plan based on testing, monitoring, and changes
G. Onboarding and Annual training on GLBA for JRSON employees
V. INFORMATION SECURITY PLAN COORDINATORS
A.The Director of JRSON and the IT Technical Lead for JRSON are the GLBA Information Security Plan Coordinators and are responsible for implementing and maintaining this Plan. The coordinators work collaboratively with Information Technology, Student Services, the Controller's Office, Human Resources, and other relevant departments.
B.Director of JRSON, responsibilities include developing training programs; recommending policy revisions; ensuring annual plan reviews; and maintaining a current written Plan available online.
C.The IT Technical Lead, responsibilities include identifying organizational units with access to covered data; maintaining inventories of such units and service providers; assessing risks; implementing and monitoring safeguards; and recommending policy revisions.
D.These responsibilities are not unique to the School of Nursing and are identical to those responsibilities fulfilled across the Jefferson Regional Integrated Delivery Network. The School of Nursing is provided with the same protection and risk assessments that occur in every other department of the organization.
VI. RISK IDENTIFICATION AND ASSESSMENT
Organizational units with access to covered data identify and assess internal and external risks related to employee management, information systems, data processing and storage, transmission, disposal, and security management. Risk assessments are conducted at least annually and more frequently as needed.

VII. INFORMATION SAFEGUARDS AND MONITORING
The coordinators verify that organizational units with access to covered data design and implement reasonable safeguards to control identified risks to the security, confidentiality and integrity of that data and that the effectiveness of these safeguards is monitored regularly. Safeguards include employee training, secure system access controls, password protection, encryption, regular software patching, prohibiting storage on transportable media, secure physical storage, safe disposal of outdated records, and protection against physical hazards.
VIII. SECURITY MANAGEMENT AND MANAGING SYSTEM FAILURES
The coordinators develop procedures to prevent, detect, and respond to attacks and system failures. Measures include antivirus software, firewalls, data backup, off-site storage, incident response plans, and monitoring of emerging threats.
IX. MONITORING AND TESTING
Safeguards are tested and monitored regularly using system checks, access reports, and sampling to verify effectiveness.
X. SERVICE PROVIDERS AND CONTRACTUAL ASSURANCES
JRSON and JHA selects service providers capable of safeguarding covered data and requires contractual assurances of compliance.
XI. PERIODIC REVIEW AND ADJUSTMENT
This Plan is reviewed and adjusted annually to reflect testing results, changes in operations or technology, evolving risks, and regulatory requirements. The coordinators consult with Corporate Compliance to ensure ongoing compliance with GLBA and the FTC Safeguards Rule. This policy is in conjunction with IT policy, and other Corp Compliance Policies across the Jefferson Regional IT infrastructure. Jefferson Hospital Association Inc
GLBA Information Safety and Security Plan
Document Description: The Gramm-Leach-Bliley Act ("GLBA"), together with the Federal Trade Commission ("FTC") Safeguards Rule, regulates the security and confidentiality of customer information collected or maintained by or on behalf of financial institutions or their affiliates. Because Jefferson Regional School of Nursing (JRSON) and parent organization Jefferson Hospital Association (JHA) is a financial institution under GLBA by virtue of its processing and servicing of student loans, JRSON and JHA has established an Information Security Plan (the "Plan") to comply with GLBA and the Safeguards Rule. As required, the Plan is designed to ensure the security and confidentiality of applicable student information, protect against any anticipated threats or hazards to the security or integrity of such information, and protect against unauthorized access to or use of such information. In addition, The School of Nursing resides within the Jefferson Regional domain and network infrastructure, which provides multiple layers of security, intrusion detection, and constant monitoring.
Approval Information
Approved On: 06/16/2026

SEXUAL MISCONDUCT POLICY-TITLE IX

If you need immediate assistance or need to report a Title IX Violation:
1.) Call this number 24 hours/day: 1-888-622-JRSON (5762)
2.) Email: lowes@jrmc.org
3.) Contact a member of the JRSON Title IX Compliance Team:

Title IX Coordinator
Beverly Helms, PI Coordinator
870-541-5916
helmsb@jrmc.org

Title IX Deputy Coordinator (Employee Issues)
Wendy Talbot, VP & Chief People Officer
870-541-7380
talbotw@jrmc.org

Hearing Officer
Shayla Robinson, Corporate Compliance Officer
870-541-7395
lowes@jrmc.org

TITLE IX NOTICE OF NONDISCRIMINATION: JRSON 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 JRSON (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 JRSON 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 JRSON 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 JR Security Department, 870-541-7107 (non-emergency) or 911 (emergency), 1600 West 40th Avenue, Pine Bluff, AR 71603.

Except in the case of a statutory prohibition from reporting, all JRSON 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
US 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

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: 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 behavior 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.

<u>POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS:</u>
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 may also 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 onset 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 to 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 with 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: JRSON 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 accommodation 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 facts 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
- 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
- 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 accommodation should notify the Title IX coordinator or designee
- 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-examinations 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)
- 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
(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 parties concerned. 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 hearing of the appeal.

COMPLAINT AND GRIEVANCE PROCESS PROVISIONS & TIME PERIODS: JRSON 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 JRSON 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 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 JRSON 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: JRSON 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, JRSON 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 JRSON internal complaint procedures, including due process proceedings.

EFFECTIVE DATE: This policy will be effective upon formal adoption. JRSON reserves the right to make changes and amendments to this policy and procedure as needed.

INFORMAL RESOLUTION: JRSON 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 JRSON:

Jefferson County Rape Crisis Hotline (870) 541-5387

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)

RELATED DOCUMENTS

N/A

DATE(S)

Original Policy Effective Date:
- Student Military Leave of Absence Policy: 10/2022
- Sexual Misconduct Policy: 08/14/ 2020
- Students with Disabilities: 02/1981
- Family Educational Rights and Privacy: 02/1981
- Health Insurance Portability and Accountability Act (HIPAA): 02/1981
- GLBA 06/16/2026

Change/Review/Approval Date:
- Admissions Catalog Section: Reviewed 11/2023 12/15/2023, 12/26/24, 01/02/25, 01/02/26, 07/01/2026
- Readmission to JRSON: Revised 10/22, 12/26/24, 07/01/2026

FINANCIAL INFORMATION

TUITION & FEE STRUCTURE COSTS

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. 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.

JRSON is affiliated with Southeast Arkansas College (SEARK) and each student will pay the tuition and fees for credits attended at the respective institution.

SOUTHEAST ARKANSAS COLLEGE TUITION & FEE STRUCTURE:

Note: Access SEARK website for cost updates

Course	SEARK Course No.	Credits	Tuition	Books
English Composition I	ENGL 1313	3	$375.00	N/A
English Composition II	ENGL 1323	3	$375.00	N/A
College Algebra	MATH 1333	3	$375.00	Est. $400.00
General Psychology	PSYC 2303	3	$375.00	Est. $400.00
Microbiology with lab	BIOL 2474	4	$500.00	Est. $400.00
Human Physiology 1 with Lab	BIOL 2454	4	$500.00	Est. $400.00
Human Physiology 2 with Lab	BIOL 2464	4	$500.00	Est. $400.00
TOTALS		24	Est $3000.00	Est. $2,000.00
Total Tuition & Books			$5,000.00	
Fees			$994.00	
Est TOTAL COSTS (Tuition, Fees, & Books)			$5,994.00	

JRSON TUITION & FEE STRUCTURE: There are a total of 48 credit hours, Mental Health, Chemistry and Nutrition concepts are threaded throughout the curriculum. 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 family policy. Nursing books may be purchased in the school office and view the details in the chart below.

For January & July 2026 start (Cohorts May & Dec 2027) the tuition and fees will be:

Cost Item	Term 1	Term 2	Term 3	Term 4
	Level 1 Semester 1 (16 weeks)	Level 1 Semester 2 (16 weeks)	Level 2 Semester 1 (16 weeks)	Level 2 Semester 2 (16 weeks)
	N100 Foundations of Nursing Practice (12 Credit Hours)	N104 Adult Health I (9 Credit Hours)	N200 Maternal/Child Nursing Care (10 Credit Hours)	N204 Adult Health II (9 Credit Hours)
		N106 Pharm 1	N202 Transitions	N206 Pharm 2 (2 Credit Hours)

		(3 Credit Hours)	(2 Credit Hours)	
				N208 NCLEX Prep (1 Credit Hour)
Tuition $315.00/Credit Hour	$3,780.00	$2835.00	$3150.00	$2,835.00
		$945.00	$630.00	$630.00
				$315.00
Books	$400.00	$400.00	$250.00	$0.00
Lab/Tech Fees	$300.00	$300.00	$300.00	$300.00
Graduation Fee				$250.00
ATI	$900.00	$900.00	$900.00	$900.00
Syllabus	$30.00	$60.00	$60.00	$90.00
TOTALS	$ 5,410.00	$5,440.00	$5,290.00	$5,320.00
			GRAND TOTAL	$21,280.00
	Note: Fees are subject to change, textbooks are estimated only due to publisher costs			

For Jan 2027 start (Cohort May 2028):

Cost Item	Term 1	Term 2	Term 3	Term 4
	Level 1 Semester 1 (16 weeks)	Level 1 Semester 2 (16 weeks)	Level 2 Semester 1 (16 weeks)	Level 2 Semester 2 (16 weeks)
	N100 Foundations of Nursing Practice (12 Credit Hours)	N104 Adult Health I (9 Credit Hours)	N200 Maternal/Child Nursing Care (10 Credit Hours)	N204 Adult Health II (9 Credit Hours)
		N106 Pharm 1 (3 Credit Hours)	N202 Transitions (2 Credit Hours)	N206 Pharm 2 (2 Credit Hours)
				N208 NCLEX Prep (1 Credit Hour)
Tuition	$3,960.00	$2970.00	$3,300.00	$2970.00

$330.00/Credit Hour		$990.00	$660.00	$660.00
				$330.00
Books	$400.00	$400.00	$250.00	$0.00
Lab/Tech Fees	$300.00	$300.00	$300.00	$300.00
Graduation Fee				$250.00
ATI	$950.00	$950.00	$950.00	$950.00
Syllabus	$30.00	$60.00	$60.00	$90.00
TOTALS	$5,640.00	$5,670.00	$5,520.00	$5,550.00
			GRAND TOTAL	$22,200.00
Note: Fees are subject to change, textbooks are estimated only due to publisher costs				

EXPENSES/COST OF ATTENDANCE

LIST OF FEES	COST
General Fees	
Nursing License	$181.25 currently,
Background Check	$66.00 twice -Term 1 & Term 3
NCLEX Pearson Vue App	$ 200.00, $350.00 after Feb 1, 2027
Transcripts – Official or Unofficial	$ 10.00 each
Identification badge fee	$ 6.00+
Clinical Make-up JRSON Parking Permit tag	$ 100.00 $10.00 each
Application Fee	$ 200.00
*The student will also 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 family policy. Meals should be estimated at about $10.00 to $14.00/meal in the cafeteria.	
Examination Fees	
Make-up Unit Examination Make-up Final Examination Standardized Course Exam Make-up Standardized Exit Exam Make-up	$ 100.00 $ 150.00 $ 100.00 and is dependent on ATI fees $ 100.00 and is dependent on ATI fees
*Financial assistance will not pay for any make-up or retakes. For example: Clinical make-up or exam make-ups.	
Application/Readmission Fees	
Application for Readmission Fee	$200.00
*The above fees are to accompany the application for admission (or readmission) to JRSON and are not refundable.	

Cost of Attendance-Living Expenses-Independent Student for Academic Year 26 - 27 (2 terms)

Housing and Meals	$14,725.00
Transportation	$3,818.00
Personal Expenses	$ 2,000.00
Books & Supplies&	$ 2,740.00
Fees	$1,300.00
Total	$32,143.00

Cost of Attendance-Living Expenses –Dependent Student, - Academic Year 26-27 (2 terms)

Housing and Meals	$6,625.00
Transportation	$3,818.00
Personal Expenses	$1,000.00
Books & Supplies	$2,740
Fees	$1,300.00
Total	$23,043

UNIFORMS & EQUIPMENT

Uniforms are purchased by the student at an approximate cost of $400.00. Information on ordering uniforms will be provided in the admission packet received with the 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, pen light, bandage scissors, watch with a second hand, small note pad, black permanent ink pen, and tape measure. Clipboard with calculator is also recommended.

PAYMENT OF TUITION AND FEES

All tuition and fees are paid in the cashier's office at JR with the student account number on the personal check or money order. Copies of all receipts must be submitted to the registrar at JRSON to ensure proper credit to the student’s account. 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 at Jefferson Regional. The registrar must receive receipt of payment prior to receiving the final grade.

JRSON Financial Aid Coordinator at baileya@jrmc.org
Phone 870-541-7935
Payments may be made in person at the cashier's desk at Jefferson Regional or by phone 870-547-541-7984
Tuition for each term is due by the day of final grades for that term for the student to progress and have final grades for the term.

FINANCIAL INFORMATION AND DELINQUENT TUITION

Tuition and fees must be paid according to school's payment terms unless special arrangements are made with the director.

All fees must be paid prior to receiving the final grade in each course. Final grades must be received to progress to the next term.

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

STUDENT FINANCIAL AID

FINANCIAL AID HISTORY: Students who have previously attended other colleges may have a financial aid history that affects their eligibility for FSA funds at JRSON. The student can review their financial aid history by using the National Student Loan Data System (NSLDS) For Financial Aid Professionals. Online access is located at https://nsldsfap.ed.gov or the student can call 1-800-999-8219.

In order to avoid overpayments or miscalculations of financial aid in the National Student Loan Database System, the financial aid history of the student and/or the NSLDS pages of the Institutional Student Information Record (ISIR) is accessed by the user.

FINANCIAL AID OVERVIEW: JRSON makes every effort to ensure that opportunities for higher education be given to all those who desire it. The goal of financial aid is to provide resources to students that without such funding would otherwise be unable to attend. Financial aid will work individually with prospective and current students 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 Free Application for Federal Student Aid (FAFSA). You must do this for every year you would like to be considered for financial aid and other scholarships. Students should apply for federal aid by completing the FAFSA application at https://studentaid.gov/.

Verification of student 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 student account. Also, please be aware that students are not eligible to receive Title IV funding at more than one school concurrently.

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

The student may voluntarily authorize the school to hold a credit balance by signing a credit balance authorization. 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.

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
- 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

NEED AND COST OF ATTENDANCE: Many types of federal student aid are available, such as the Federal Pell Grant or subsidized loans, where the government pays the interest while you are in college. To receive this funding the student must demonstrate a financial need. Additionally, students are no longer eligible for Pell grants after obtaining a bachelor's degree or first professional degree.

Student aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if students change colleges, their aid does not automatically

transfer with them. Students should check with their respective colleges to determine the appropriate procedures for re-applying for financial aid.

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.

STUDENT FINANCIAL AID AND 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 JRSON.

FINANCIAL AID PROGRAMS

GENERAL INFORMATION AND JRSON SCHOOL CODE: 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 School Code for JRSON is 016498.

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.

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. The different types of financial aid programs available to those who qualify are discussed in detail below.

FEDERAL PELL GRANT: This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. 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 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. For many students, the 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 Pell grant program from the website https//studentaid.gov. The application will be transmitted electronically through a federally approved need-analysis system, which will determine the applicant's EFC. Website is fafsa.ed.gov

VETERANS BENEFITS: JRSON is an approved education facility for veterans training.
If you are a veteran or you are the spouse or dependent of a veteran, educations 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 JRSON must supply verification of their high school graduation or GED certificate. All post-secondary education from an accredited institution must be verified with an official college transcript.

VA Pending Payment Compliance Policy

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation& Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:
• Prevent the student's enrollment.
• Assess a late penalty fee to the student.
• Require the student to secure alternative or additional funding.
• Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:
• Produce the VA Certification of Eligibility (COE) by the first day of class.
• Provide a written request to be certified.
• Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the United States Department of Veterans Affairs (VA)
The absence of the registration symbol ® does not constitute a waiver of VA's trademark rights in that phrase.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill."

Original Policy Effective Date: 01/30/2024

Change/Review/Approval Date: 1/3/2025, 01/02/2026, 07/01/2026,

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 three 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 post-secondary institution.
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 AND UNSUBSIDIZED LOANS: 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 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 https://studentaid.gov/ .

1. Direct Subsidized Loan: Federal Direct Loans are low-interest loans that are insured and approved for 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.
2. 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).
3. 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 receive. An Unsubsidized Stafford Loan is not awarded based on need.

CHILDREN OF FALLEN HEROES' SCHOLARSHIP: This grant is for students 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 student that may be entitled to this scholarship, please see financial aid.

STATE AID: The Arkansas Department of Higher Education (ADHE) provides grants, and scholarships to Arkansas residents enrolled at JRSON. 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. Programs like the Arkansas Academic Challenge (Lottery) Scholarship require the YOUniversal application to be completed by June 1. Awards may be renewable and can be a great financial supplement.

MISCELLANEOUS AID PROGRAMS AND SOURCES:

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 Vocational Rehabilitation

Students may find other sources of funding based on their state of residence or personal history:
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:
1. https://www.scholarships.com/
2. https://www.fastweb.com/
3. www.uncf.org

RETURN OF TITLE IV FUNDING

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 JRSON
- The student is administratively dropped by the instructor from all classes due to nonattendance
- The student is administratively withdrawn from all courses because 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. JRSON 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 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.

JRSON 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. JRSON 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.

FINANCIAL AID SATISFACTORY PROGRESS POLICY STATEMENT

Federal regulations require that all students receive any federal or state financial assistance make measurable academic progress toward completion. Progress is determined quantitatively and qualitatively. Please see the Academic Policies section for details relating to satisfactory academic progress.

WITHDRAWAL AND FINANCIAL AID

When a student withdraws or is terminated from JRSON 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.

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 students 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 JRSON 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 application fee not to exceed two hundred dollars ($200.00) 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-rate 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.

FINANCIAL AID APPEAL

Only reasonable explanations for not meeting Satisfactory Academic Progress (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 JRSON, 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 Curriculum 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.

RELATED DOCUMENTS

- Financial Aid Satisfactory Academic Progress Appeal Form (Appendix G)

DATE(S)

Original Policy Effective Date:

Change/Review/Approval Date:

- Financial Information Catalog Section: Reviewed 11/14/2023, 12/26/24, 01/02/2025, 01/02/26, 07/01/26
- Tuition & Fee Structure Costs: Revised 11/14/2023, 12/26/24, 12/23/25, 01/02/26, 07/01/2026
- Southeast Arkansas College Tuition & Fee Structure: Revised 10/2022, 07/01/2026

Original Policy Effective Date:

Change/Review/Approval Date:

- Financial Information Catalog Section: Reviewed 01/30/2024, 01/02/26
- Tuition & Fee Structure Costs: Revised 02/02/2024,
- Southeast Arkansas College Tuition & Fee Structure: Revised 02/02/2024,07/01/2026, 07/01/2026
- Financial Information Section: Reviewed 02/02/2024, 07/01/2026

ACADEMIC POLICIES

REGISTERED NURSE LICENSURE FOR ARKANSAS-SEE STUDENT HANDBOOK

ATTENDANCE POLICY -SEE STUDENT HANDBOOK

ACADEMIC PROGRESSION

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 JRSON 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 at JRSON depends upon evidence of achievement in the areas of personal, academic, and clinical standards of the program. The student shall complete the program within 150%-time frame of initial admission.

STANDARDS OF ACADEMIC PROGRESS

It is important to learn about Satisfactory Academic Progress (SAP) so that you can successfully complete your degree with financial funding. At JRSON, satisfactory academic progress is monitored at midterm, at the end of each term and checked prior to disbursement of financial aid. Undergraduate students must achieve the required 2.0 cumulative GPA and complete the academic program within 150% of the published length of the program.

Students who receive financial aid must demonstrate SAP in accordance with federal regulations (Title IV, HEA Programs). Financial aid recipients are required to be in good academic standing and to maintain SAP toward their degree requirements for each term in which they are enrolled at JRSON. SAP measures qualitative and quantitative criterion. These measurements include a Cumulative Grade Point Average, a Cumulative Completion Rate, and a Maximum Timeframe requirement.

GRADE POINT AVERAGE CALCULATION

The faculty uses the following Grade Point Average (GPA) schedule, policies, and formulas for the calculation of total value points and GPA:

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

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 JRSON and are reflected on the official school transcript.

SATISFACTORY ACADEMIC PROGRESS (SAP) DETAILS

All JRSON students are required to maintain 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.

SAP 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 Applied Science 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 JRSON 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: The academic year minimum is defined as:

- Academic progress that is measured by credit hours
- Minimum instructional time per semester that is 16 weeks
- 32 weeks long

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 JRSON 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. JRSON 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 JRSON 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.

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 JRSON to meet SAP. These requirements are detailed in the SAP Table in the JRSON 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 JRSON catalog, which is 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 prerequisite. 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.

CHECKING SAP: The process is as follows:

- 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
- JRSON 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.

SATISFACTORY ACADEMIC PROGRESS (SAP) TABLE & CREDIT HOURS:

SAP Table		
Total Credit Hours	Attempted/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

Term/Semester Credit Hours		
Term/Semester	Credit Hours	Course(s)
Term/Semester 1	1-12	*Foundations of Nursing
Term/Semester 2	13-24	*Adult Health I *Pharmacology I
Term/Semester 3	25-36	*Maternal/Child Nursing Care *Transition to Professional Nursing
Term/Semester 4	37-48	*Adult Health II *Pharmacology II *NCLEX Prep

Standards of Progress for VA Students

Evaluation of progress of VA students will be conducted by the school's evaluation policy schedule. Students with a minimum of 2.0 academic average and maximum of 4 unexcused

absences in each course attendance will be considered making satisfactory progress until the next scheduled evaluation.
In order for a student to be considered making satisfactory progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet minimum progress and attendance requirements will be placed on **probation** for 30 days. At the end of the probationary period, the student's progress (academic and attendance) will be re-evaluated. If the student is meeting minimum requirements, the student will be determined to be making satisfactory progress and will be considered off Probation.

Suspension/Withdrawn/ Termination

If the student fails to meet minimum requirements in either academics or attendance, the school's certifying official will submit a 22-1999b effective on the last day of probation.

Reinstatement of VA student's educational benefits: Once VA student's educational benefits has been suspended and after 30 days and the students is meeting the minimum standards of progress, the school's certifying official will submit a 22-1999.

Refund Policy

In the event a veteran fail to enter the course or withdraws or is discontinued a refund will be based on a pro rata refund of the unused portion of tuition, fees and charges. This refund will be returned promptly as required under 38 CFR 21.4255

REFUNDS:

Refunds will be made based on the chart below within 40 days of withdraw.

STUDENT ENTITLED REFUND UPON WITHDRAWAL/TERMINATION	
10% of program completed	90%Refund
20% of program completed	80% Refund
30% of program completed	70% Refund
40% of program completed	60% Refund
50% of program completed	50% Refund
60% of program completed	40% Refund
70% of program completed	30% Refund
80% of program completed	20% Refund
90% of program completed	10% Refund

Original Policy Effective Date: 01/30/2024

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.

INCOMPLETE (I) – 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 requirements can be fulfilled, then the student

should request an extension of the incomplete status in writing from the course instructor. Additionally, the incomplete status must be resolved prior to the start of the next course in the curriculum plan for that individual student. 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.

WITHDRAWAL (W) – 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.

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

UNOFFICIAL WITHDRAWAL - If a student stops attending the JRSON without providing official notification, the date of determination assigned by JRSON 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.

VOLUNTARY WITHDRAWAL - A student may voluntarily withdraw for the following reasons:

- Personal illness or injury
- Dependent care of a spouse, parent, or child
- Pregnancy
- Personal reasons
- Withdrawal Failing (prior to the end of course)
- Withdrawal Passing (prior to the end of course)

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. The identification badge must be turned in to the school office at the time of withdrawal.

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".

1. 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.

2. Misconduct – Any behaviors that jeopardize patient safety or adversely affect the school's accomplishment of the educational goals. The following student conduct may result in dismissal from the program:
    i. Breach of Confidentiality – An unauthorized disclosure of confidential information.
    ii. Smoking – JR is a smoke-free institution. Smoking is not permitted on any of the hospital's properties, which includes the JRSON (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.
    iii. 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.
    iv. Cheating on exams and/or course work. Cheating is defined in the cheating policy.
    v. Abusive language or disruptive behavior as described in related policy.
    vi. Incivility - Engaging in the use of obscene, profane, or vulgar language on any social media network and/or exhibiting behaviors that are harassing, threatening, bullying, libelous, or defamatory. Incivility can be physical, verbal, or nonverbal, and may occur via a variety of formats such as face-to-face, written communication, and electronic media. All media is to be preapproved prior to posting to any network.
    vii. Professionalism – Students are expected at all times to present a professional image. The JRSON uniform and badge are designed to identify the JRSON nursing student, protect the professional image of nursing, and keep patients safe. The uniform, including the name badge, are not to be worn, or displayed in non-clinical settings or social media posts without the prior approval from the program director.

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 Student Handbook for further information).

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

REPEAT (R) – 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%) calculation for program completion.

TRANSFER CREDIT (TC) – 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 students 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 meets 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 SAP for the current and upcoming terms. All that is required is advisement and a clarification of what will be needed for future grades 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 status 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 JRSON. 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 AID 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 JRSON 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 the program director.
2. If a student applies for reinstatement after one calendar year from their official withdrawal date, the student must meet with the director, 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. All financial balances must be paid in full before returning to JRSON.

It will be the student's responsibility to make satisfactory monetary payments for the repeated term. When the SAP standards are met, the student 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.

DEFINITIONS OF CONTACT/CLOCK AND CREDIT HOURS

JRSON awards credit and clock hours for coursework according to the Accrediting Bureau of Health Education Schools (19th ed., 2024) Guidelines. At JRSON each semester consists of 15 lecture contact hours, 30 laboratory contact hours and 45 practicum contact hours per academic credit hour. Outside hours are defined as unscheduled hours of outside work such as projects, homework, etc. and must be justified.

CONTACT/CLOCK HOUR DEFINITION: A period of time consisting of:

(i) A 50 to 60 minute class, lecture, or externship in a 60-minute period
(ii) A 50-to-60-minute faculty-supervised laboratory or clinical experiences in a 60-minute period

CREDIT HOURS DEFINITION: A credit hour is an amount of student work represented in intended learning outcomes and verified by evidence of student achievement, defined by an institution, as approved by the institution's accrediting agency or state approval agency, that is consistent with commonly accepted practice in postsecondary education that reasonably approximates:

i. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for a minimum of fifteen weeks for one semester or trimester hour of credit, or a minimum of ten weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time

ii. At least an equivalent amount of work a required in this definition for other academic activities as established by the institution, including laboratory work, externships, clinical, internships, practica, studio work or other academic work leading to the award of credit hours; and in determining the amount of work associated with a credit hours, institutions are permitted to consider a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

GRADING POLICIES

Students will be evaluated and receive final course grades at the end of each course. Grades will be based on assignments, testing and evaluation throughout the semester. Some courses have a skills or clinical component. Depending on the requirements of the course, grades earned will be based on student performance in theory, laboratory, and clinical. Students must meet all course and/or clinical objectives and achieve a grade of 'C' or higher to successfully progress in the curriculum.

GRADING SYSTEM

The following grading system is utilized at JRSON for all nursing courses.

Letter Grade Points	Interpretation	Numerical Grade	Value
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)/Lab		0
U	Unsatisfactory (Clinical Only)/Lab		0
W	Withdrawal		0
W/P	Not included in GPA & Hours Attempted		0
W/F	Is included in GPA & Hours Attempted		0

HONORS REQUIREMENT

LATIN HONORS: JRSON recognizes the academic achievement of graduating students with Latin Honors distinction. In order to receive Latin Honors students must complete the entire

program and meet all End of Program Learning Outcomes. Prerequisite course grades are excluded when calculating the institutional GPA for the Honors distinction. Students must have a final GPA that meets the following requirements.

- Cum Laude—3.60-3.79 GPA
- Magna Cum Laude—3.80-3.99 GPA
- Summa Cum Lade—4.00 GPA

VALEDICTORIAN DISTINCTION: The valedictorian shall be the student with the highest weighted grade point average as computed at the end of the fourth term of the senior year.

SALUTATORIAN DISTINCTION: The salutatorian shall be the student with the second highest weighted grade point average as computed at the end of the fourth term of the senior year.
The GPA is calculated only on nursing courses taken at JRSON. If the GPA is exactly the same, further assessment and evaluation will be made into the calculations using numeric values from all final grades of the nursing courses.

DIDACTIC 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 78% on all unit exams plus the final exam for that course. Final grades will be calculated in the following manner:

1. Average percentage score for all unit exams
2. Plus percentage score of the final exam
3. Overall average percentage for unit exams plus the final average must be 78% or greater
4. If the percentage score is less than 78% on the unit exams and the final exam, the student has failed the nursing course
5. 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 and must be a passing score of 78% overall

** There will be NO rounding of grades
** A student with a score of 78% or higher in the unit exam category will be allowed to take the final exam. If a student has less than 78% in the unit exam category they will not be allowed to take the final exam and will follow the withdrawal process.
** Students must: 1) pass the math component for courses, 2) follow mandates related to Ticket-to-Test assignments, 3) complete all required coursework prior to the scheduled unit exam.

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 JRSON course grade sheet and in CANVAS. 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 students at the final conference. All fees and tuition must be paid. 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.

FORMAL COMPLAINTS

STUDENT'S RIGHT TO DUE PROCESS: The school has established a student appeal procedure to ensure that each student receives fair, equal, and consistent treatment. When a student perceives unfair treatment or otherwise wishes a review of an action that has been taken, both the student and faculty have a responsibility to communicate openly and honestly. The procedure is described fully in the Student Handbook, which is either distributed on orientation day or located on the JRSON website. No provision of the outlined procedure usurps a student's right to seek counsel or relief from any member of the hospital's management or administrative team.

STUDENT GRIEVANCE/COMPLAINT STATEMENT: Students 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 student is invited to follow the process outlined below.

JRSON will make reasonable effort to resolve grievances promptly. The student may file a complaint with the corresponding state higher education authority at any time during the grievance process. As a last resort, the student 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 this catalog.

FORMAL COMPLAINTS DEFINITION: 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.

RESOLUTION OF GRIEVANCES/COMPLAINTS POLICY AND PROCEDURE

Satisfactory student-faculty relationships depend on shared goals and objectives. Optimal results are achieved in an atmosphere where challenges and opinions can be discussed freely without fear of reprisal. The Grievance Procedure provides students with the opportunity to bring concerns that require resolution to the attention of the faculty.

SCHOOL DAY DEFINITION: School day is defined as Monday through Friday with observance of the student course calendar.

ACADEMIC APPEAL DEFINITION: Academic appeal is defined as a process that allows the student the ability to request a review of circumstances in relation to a decision that has been made in regard 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.

GRIEVANCE DEFINITION: Grievance is defined as 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 JRSON can identify a solution.

ACADEMIC GRADE APPEAL/ GRIEVANCE PROCESS: The process should be initiated within (2) two school days of the grade, disciplinary action, or circumstance in question. A student appealing a grade, disciplinary action, or circumstance or submitting a grievance is required to adhere to the following process:

a. Submit a written request for a conference to the instructor for which the grade, disciplinary action, or circumstance is in question within (2) two school days.

b. The instructor will meet with the student along with the course lead or coordinator, within (2) two school days.
c. If an acceptable solution is not reached, the student should submit a written request for a hearing to the Curriculum Committee chairperson within (2) two school days. The student will meet with the Curriculum Committee within (2) two school days following receipt of the written request for a hearing. Following the hearing, the Curriculum Committee chairperson will notify the student of the decision in writing within (2) two school days. The decision of the Curriculum Committee is final.
d. Only after following all of the above steps, may the student then appeal (within (2) two school days) to the program director. The student should submit a written request to the director. The student will receive a written response from the program director.
e. If the student is not satisfied with the decision of the program director, the student may proceed to the next step within (2) school days. The student may request in writing a review of the appeal/grievance by the administrator of JR or the designee.
f. The administrator has (2) two school days to make a decision regarding the appeal/ grievance. The decision of the administrator is final. The student will receive the outcome of the appeal/ grievance process from the administrator.

When the student appeals for a failing grade, the academic appeals process will begin. This process may last a maximum of (16) sixteen 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 JRSON curriculum without penalty. If the appeal resolution process does not decide in favor of the student, the student will be receive the grade given/earned and if unable to pass the remaining class, the student will be administratively withdrawn from JRSON, and a failing grade ("F") will be placed on the student's transcript for the appealed course/grade.
Any JRSON 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.

STUDENT APPEAL OF SATISFACTORY ACADEMIC PROGRESS (SAP):
To initiate the appeals process outlined in the JRSON Catalog, the student must submit a detailed letter of appeal regarding Satisfactory Academic Progress (SAP) within (2) two 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.

ARKANSAS DEPARTMENT OF HIGHER EDUCATION (ADHE) COMPLAINT PROCESS

If the student wants to file a grievance about the institution of higher education attended, it is recommended that the institutional complaint process be followed prior to contacting the ADHE. The ADHE is a board that coordinates state financial aid, state funding to institutions of higher education and academic program review. The ADHE does not have authority over the day-to-day operations of institutions of higher education. An ADHE representative may be able to offer guidance for issues, but in most cases cannot issue an immediate solution. For further information access the website www.adhe.ark.gov or phone 1-501-371-2000.

GRADUATION INFORMATION-SEE STUDENT HANDBOOOK

STUDENT PARTICIPATION IN GOVERNANCE-SEE STUDENT HANDBOOK

RELATED DOCUMENTS

Student Complaint/Grievance Form (Appendix H)
Satisfactory Academic/Financial Progress Form (Appendix I)

DATE(S)

Original Policy Effective Date:

- Honors Requirement: 10/202212/26/24

Change/Review/Approval Date:

- Academic Policies Catalog Section: Reviewed 11/14/2023, 12/26/24, 01/02/25,01/02/26, 07/01/2026

CLINICAL POLICIES

CLINICAL EXPERIENCE GRADING POLICY-SEE STUDENT HANDBOOK

GRADUATION AND LISCENSURE- SEE STUDENT HANDBOOK
COMMENCEMENT CEREMONEY-SEE STUDENT HANDBOOK

NURSING SIMULATION CENTER-SEE STUDENT HANDBOOK

HEALTH AND IMMUNIZATION REQUIREMENTS-SEE STUDENT HANDBOOK

CLINICAL ATTENDANCE POLICIES-SEE STUDENT HANDBOOK

HEALTH INSURANCE

Information available in Health and Safety-Student Health Program section of the catalog.

EXPOSURE TO BLOOD BORNE PATHOGENS -STUDENT HANDBOOK

DRUG SCREENING -SEE STUDENT HANDBOOK

CRIMINAL BACKGROUND CHECK REPORT

To comply with mandates from clinical agencies utilized by JRSON, students are required upon initial enrollment and annually to have a criminal background check. These checks will be performed by Jefferson Regional at the school's expense. Results will be released confidentially to the Director of JRSON and to the student. The school will review reports of student criminal activity, including but not limited to arrest or conviction, and take action as deemed appropriate. **Individuals convicted of a specific crime may not be eligible to take the NCLEX-RN as identified in Arkansas Code 17-87-312**. A copy of ACA 17-87-312 will be distributed during the first day of class or the information can be viewed in APPENDIX B of the catalog.

According to the Arkansas State Board of Nursing Rules and Regulations, potential nursing school graduates will be required to submit fingerprints for state and federal criminal background checks. For further information, see ASBN website.

CARDIOPULMONARY RESUSCITATION REQUIREMENTS (CPR)

Each student accepted into the program is required to complete an American Heart Association Basic Life Support (CPR & AED) or American Red Cross course. Each student is required to maintain current certification throughout the program.

CLINICAL ASSIGNMENT PREPARATION-SEE STUDENT HANDBOOK

CLINICAL DRESS CODE & EQUIPMENT-SEE STUDENT HANDBOOK

DATE(S)

Original Policy Effective Date:11/14/2023

Change/Review/Approval Date:

- Clinical Policies Catalog Section: Reviewed 11/14/2023, 01/02/25, 01/02/26, 07/01/2026

STUDENT CONDUCT

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES-SEE STUDENT HANDBOOK

STUDENT CODE OF CONDUCT SEE STUDENT HANDBOOK

CLASSROOM BEHAVIOR/DISRUPTION POLICY-SEE STUDENT HANDBOOK

OFFENSES

All past, present, or future unlawful or unprofessional conduct could result in a student'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 student aid.

Prospective students 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. JRSON requires all prelicensure students to undergo 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.

CORRECTIVE ACTION PROCEDURES-SEE STUDENT HANDBOOK

TECHNOLOGY AND CELLULAR DEVICE POLICIES STUDENT HANDBOOK

DATE(S)

Original Policy Effective Date:

- Classroom Behavior and Disruption Policy: 11/14/2023

Change/Review/Approval Date:

- Student Conduct Catalog Section: Reviewed 11/14/2023, 01/03/2025, 01/02/2026

STUDENT SERVICES

CONSTITUTION DAY

Constitution Day (or Citizenship Day) is an American federal observance that recognizes the adoption of the United States Constitution and those who have become US citizens. The day honors when the 39 delegates to the Constitutional Convention signed the Constitution on September 17, 1787. Each educational institution that receives federal funds for a fiscal year is required to hold an educational program about the US Constitution for its students. 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 17th as Constitution Day. JRSON elects to celebrate the observance of Constitution Day annually.

The U.S. Education Department does not mandate or prescribe particular curricula or lesson plans but provides a list of learning resources. At JRSON, faculty and staff announce

Constitution Day within the Canvas Learning Management System (LMS) and the National Archives offers a wealth of resources to explore on the website https://www.archies.gov/news/topics/constitution-day

STUDENT ORIENTATION

Each new student cohort is familiarized with the program and services provided by JRSON. Students will have the opportunity to meet the program director, faculty members, staff and other students. Various school policies and procedures will be discussed including but not limited to: N100 Foundations in Nursing syllabus, attendance, dress code and code of conduct.

STUDENT ADVISEMENT AND ACADEMIC REVIEW-SEE STUDENT HANDBOOK

LIBRARY AND LEARNING RESOURCE CENTER

JRSON in collaboration with UAMS South Central Regional Campus in Pine Bluff utilizes the Julie Dobbins/UAMS Library as a fully digital resource center. The library collection includes Online Computer Library Center (OCLC) & National Library of Medicine's interlibrary loan request routing system (DOCLINE), books, and journals.
Students have CINAHL through JRSON for current evidence-based journal articles.

STUDENT HOUSING

JRSON does not provide housing for students. Students living in Pine Bluff, Arkansas, and surrounding areas commute to class daily.

FOOD SERVICES ON CAMPUS

Students are responsible for their own meals. The main cafeteria is located at JR and offers a variety of hot and cold foods.

STUDENT DISCLOSURES RELATED TO PHYSICAL LOCATION/STAE RESIDENCE AND NAME CHANGES

When prospective students apply for admission, a copy of the student's state driver's license is obtained. It is also explained to the students that the school curriculum meets the Arkansas State Board of Nursing licensing rules and guidelines. Students will complete an attestation that this information has been reviewed along with the Criminal Background Check Criteria clarifying
specific codes ACA 17-87-312 and ACA 17-33-102 that could impact future ability to take the NCLEX examination regardless of completing the program. Enrolled students are directed to the state board of nursing in which they wish to obtain state licensure if state of residence is different than Arkansas. At the beginning of each term, students will be asked to verify their current addresses, emails and to provide the registrar with any name changes. This is to ensure

the student record is kept current and up to date. Information includes but is not limited to change in name, address, phone number, or marital status.

TRANSCRIPTS AND OFFICIAL DOCUMENTS

Transcripts will be provided upon written requests from students, former students, or graduates. Transcripts will not be provided upon telephone or verbal requests. 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. Transcripts should be requested through Core Campus.

The first copy of a transcript will be at no charge and may be made available when the requirements of graduation are met as a sealed copy. Further transcript requests can be ordered through contacting the Registrar at JRSON. Academic transcripts will not be provided to anyone with an outstanding balance or who has not met all obligations to the JRSON.

REFERENCES

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.

RELATED DOCUMENTS

NA

DATE(S)

Original Policy Effective Date:11/14/2023, 12/26/24

Change/Review/Approval Date:

- Student Services Catalog Section: Reviewed 11/14/2023, 12/26/24, 01/02/25, 01/02/26, 07/01/2026

HEALTH AND SAFETY

DRUG FREE POLICIES-SEE STUDENT HANDBOOK

All students will be drug screened as a part of the admission process and it will occur prior to the initiation of the term. Drug tests will be done at Health Works 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. JRSON requires the student to submit to drug testing under any or all of the following circumstances:

1. Upon admission into the program, for cause
2. Random testing as required by the clinical agencies or JR and JRSON
3. If the student has a positive drug screen outside of the above scenarios, for any reason they must self -report to the JRSON director

MEDICAL MARIJUANA POLICY: Although Medical Marijuana is legal in the state of Arkansas, where it is prescribed for specific medical conditions, it is a Schedule 1 substance under federal law and is therefore considered an illegal substance for purposes of this policy. Any student or employee in a safety sensitive position is prohibited from current use of marijuana or any other illegal substance. A safety-sensitive position is defined by the Arkansas Medical Marijuana Amendment of 2016 Amendment 98 as "…any position designated in writing by an employer as a safety sensitive position in which a person performing the position while under the influence of marijuana may constitute a threat to health or safety". JRSON staff, faculty, and students are designated as those who work in safety sensitive positions. The essential duties of the job require the employee/student to work in a constant state of alertness in a safe manner. Therefore, a lapse in attention to detail may constitute a threat to health or safety resulting in injury, illness, or death. Any nursing student who tests positive for marijuana will be dismissed from the program. In addition, any nursing student who is aware that another nursing student is using or is in possession of illegal, controlled, or abuse-potential substances, or is abusing non-prescription or prescription drugs, is obligated to report this information to a SON faculty member or the director.

STUDENT HEALTH PROGRAM

The student is responsible for their 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 Jefferson Regional 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 JR are provided for students, except for 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 JRSON. JR employee health mandated TB skin testing is required.
3. Confidential guidance and counseling services are available to students for assessment of emotional and social problems through the employee health department of the parent organization.

SECURITY

It shall be the policy of JR to provide a safe environment for patients, visitors, learners, and employees. The JR Comprehensive Safety Program is designed to provide a safe and effective health care setting. The Safety Committee will use leadership, a wide assessment of hazards,

evaluation, coordination, and feedback from the hospital employees, community, clients, and visitors to ensure and promote a widespread 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 JRSON 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 JRSON.

All new students entering the JRSON 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 JRSON Comprehensive Safety Program, JRSON publishes an annual Clery Act Campus Security Report annually. It is available on the internet on the JRSON webpage at www.JRMC.org . A new Clery Act Campus Security Report will be available on the website on October 1st of each year.



Campus Safety and Security Survey

Completion Certificate

The Campus Safety and Security data for

Jefferson Regional School of Nursing

(107123)

were completed and locked on **September 30, 2025**.

Thank you for your participation in the 2025 data collection.

This certificate was prepared on **September 30, 2025**

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 students 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 students 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.

JRSON's annual security report is now available. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by JR and on public property within or immediately adjacent to the campus. This report is available online at www.jrmc.org. You may also request a paper copy from JR Security located on the JR hospital campus.

VIOLENCE AGAINST WOMEN ACT (VAWA)

JR 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. JRSON 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

The crime statistics report to campus security authorities or local police agencies for the last three calendar years are illustrated on Jefferson Regional's website at 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

JRSON as part of JR also has an organized plan in place when the hospital is experiencing 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 JRSON of the emergency. The director has the responsibility to ensure that all faculty, staff, and students 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 JRSON community members in the event 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 JRSON website. School officials will conduct annual tests and exercises of emergency response and evacuation procedures to ensure an orderly response to incidents necessitating such measures

and to continuously assess the readiness of JRSON emergency response and recovery capabilities. Tests will be announced in advance via email, JRSON website, or other available methods. JRSON publicizes crime prevention information through official publications. Officials at JRSON urge all members of the community to be responsible for their own safety and to assist in the prevention of crime.

SECURITY AND CRIME AWARENESS AT CLINICAL SITES

JRSON 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 JRSON healthcare partners. JRSON encourages all people 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. JRSON 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.

SAFETY & 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 SAFETY RESOURCES

To ensure the safety of the JRSON community, 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 JRSON.

Resource	Telephone	Information
Rape Recovery Center	870-541-5387 or 870-267-8878	101 W Barraque Suite 201 Pine Bluff, AR 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 or 800-332-4443	P O Box 6705 Pine Bluff, AR 71601
Hope of the Delta	870-535-0811	3905 Hazel Street Pine Bluff, AR 71603

Southeast Arkansas Behavioral	870-534-1880 or 870-534-1834	3905 Hazel Street Pine Bluff, AR 71603

PARKING

JRSON has sufficient parking for students, faculty, and staff. Designated faculty parking spaces are located at the right side of the front doors. Students have their parking lot to the left side of the front entrance. Additionally, parking areas include the appropriate number of handicapped accessible spaces to meet the parking needs of the school.

DATE(S)

Original Policy Effective Date:

Change/Review/Approval Date:

- Health and Safety Catalog Section: Reviewed 11/14/2023, 12/27/26, 07/01/26

APPENDICES

APPENDIX A

Accreditation Information

Jefferson Regional School of Nursing

4747 Dusty Lake Drive

Pine Bluff, AR 71603

Phone: 870-541-7858

www.jrmc.org/schoolofnursing

Associate of Applied Science in Nursing

Degree Program

Operated By:

Jefferson Regional

1600 West 40th Avenue

Pine Bluff, AR 71603

Phone: 870-541-7100

www.jrmc.org

Legal Approval By:

Arkansas State Board of Nursing

University Tower Building

1123 South University Suite 800

Little Rock, AR 72204

Phone: 501-686-2700

www.arsbn.gov

Certified By:

Arkansas Department of Higher Education

423 Main Street Suite 400

Little Rock, AR 72201

Phone: 501-371-2000

Institutional Accreditation By:

Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Boulevard, Suite 730

North Bethesda, MD 20852

Phone: 301-291-7550

info@abhes.org

Member of:

National League for Nursing

American Hospital Association

Organization for Associate Degree Nursing (OADN)

Approved by ACEN effective August 2023

Accreditation Commission for Education in Nursing

3390 Peach Tree Road NE Suite 1400

Atlanta, Georgia 31326

404-975-5000

www.acenursing.org

APPENDIX B

Dear Licensure Applicant,

Thank you for submitting your Arkansas State Board of Nursing (ASBN) Application for Licensure. The information contained in this material is for you to use if you have ever been convicted of a misdemeanor or felony, pled guilty or nolo contendere to any charge in any state or jurisdiction. This material is designed to provide you with information and identify documentation that you must submit to ASBN as part of your application process.

The ASBN requires all applicants for nursing licensure to answer specific eligibility questions as identified on the application. In addition, all applicants must submit their fingerprints for a state and federal criminal background check.

In the event that you have responded "yes" to respective screening question(s) and/ or have a positive result on either of the criminal background check(s), you are required to submit documentation to the ASBN. If you answer "yes" to respective eligibility question(s) and/ or have a positive result on either of the criminal background check(s) and do not provide the required documents, your application will not be considered by the ASBN until you provide the required documents.

You are required to report all misdemeanor and felony convictions that occurred in Arkansas or any other state or jurisdiction, regardless of when they occurred, even if adjudication is withheld. DWI/DUIs and similar offenses must be reported. An offense(s) must be reported even if a suspended imposition of sentence occurred, or is a juvenile, sealed or expunged offense.

Applications are reviewed and investigative cases are opened in the order that they are received. Please read the information carefully and provide all required documentation. Additional documentation may be required on a case-by-case basis. Failure to submit a complete application, correct application fee(s), and required documents will delay review of your licensure application. An investigative case will not be complete for final review and action until you have provided all required documentation.

The ASBN is unable to provide a specific timeframe regarding processing of your application. Review is on a case-by-case basis and may take longer depending on the nature of your offense(s), the rate at which you submit required documentation and the volume of applications received by ASBN.

A formal Board hearing may be required depending on the nature of your offense(s); identified in the ASBN *Nurse Practice Act* in Arkansas Code, Act 1208 of 1999 Legislative Session- ACA 17-87-312. Specific offenses are ACA 17-3-102.

Sincerely,
Arkansas State Board of Nursing Staff

17-87-312. Criminal background checks.

(a)

(1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the

Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check,

to be conducted by the Federal Bureau of Investigation.

(2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the

applicant in writing of the provisions and requirements of this section.

(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

(c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas

State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State

Police shall forward to the board all releasable information obtained concerning the applicant.

(e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under §

17-3-102.

(f)

(1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the

results of the criminal background check.

(2) The permit shall be valid for no more than six (6) months.

(g)

(1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police

under this section shall not be available for examination except by:

(A) The affected applicant for licensure or his or her authorized representative; or

(B) The person whose license is subject to revocation or his or her authorized representative.

(2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.

(h) Any information made available to the affected applicant for licensure or the person whose license is subject to

revocation shall be information pertaining to that person only.

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(i) Rights of privilege and confidentiality established in this section shall not extend to any document created for

purposes other than this background check.

(j) The board shall adopt the necessary rules to fully implement the provisions of this section.

(k)

(1) The board may participate at the state and federal level in programs that provide notification of an arrest

subsequent to an initial background check that is conducted through available governmental systems.

(2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.

(3) The fingerprints may be searched by future submissions to the Next Generation Identification system,

including latent fingerprint searches.

(4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a

subsequent request for a state or federal criminal history background check is required if:

(A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation

Identification system; and

(B) The applicant is subject to the Rap Back service of the Next Generation Identification system.

(l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may

maintain fingerprints in the Integrated Automated Fingerprint Identification System.

History

Acts 1999, No. 1208, § 4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, §

1; 2003, No. 1449, § 1; 2005, No. 1923, § 2; 2011, No. 570, § 121; 2013, No. 302, § 1; 2015, No. 1047, § 1;

2017, No. 367, §§ 17, 18; 2017, No. 492, § 1; 2017, No. 664, §§ 11, 12; 2019, No. 315, § 1542; 2019, No. 626, §

1; 2019, Act 315, No. 990, § 76.

17-87-313. Licensing of noncitizens.

(a) The Arkansas State Board of Nursing may grant a license under this subchapter to an individual who, in addition

to fulfilling the requirements to practice nursing in this state, satisfies the following requirements:

(1) The United States Department of Homeland Security has approved the individual's request for exemption

under the Deferred Action for Childhood Arrivals policy;

(2) The individual's exemption status under the Deferred Action for Childhood Arrivals policy has not expired or

has been properly renewed; and

(3) The individual has a current and valid employment authorization document issued by the United States

Citizenship and Immigration Services.

(b) This section is a state law within the meaning of subsection (c) of 8 U.S.C. § 1621, as it existed on January 1,

2019.

(c)

(1) The board shall promulgate rules under this section.

(2)

(A) When adopting the initial rules to implement this section, the final rule shall be filed with the Secretary of

State for adoption under § 25-15-204(f):

(i) On or before January 1, 2020; or

Licensing Restrictions Based on Criminal Records (ACA Code 17-3-102)
ASBN Criminal Background Checks Website
https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks

17-3-102. Licensing restrictions based on criminal records.

(a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

(1) Capital murder as prohibited in § 5-10-101;

(2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;

(3) Manslaughter as prohibited in § 5-10-104;

(4) Negligent homicide as prohibited in § 5-10-105;

(5) Kidnapping as prohibited in § 5-11-102;

(6) False imprisonment in the first degree as prohibited in § 5-11-103;

(7) Permanent detention or restraint as prohibited in § 5-11-106;

(8) Robbery as prohibited in § 5-12-102;

(9) Aggravated robbery as prohibited in § 5-12-103;

(10) Battery in the first degree as prohibited in § 5-13-201;

(11) Aggravated assault as prohibited in § 5-13-204;

(12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;

(13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;

(14) Terroristic threatening in the first degree as prohibited in § 5-13-301;

(15) Rape as prohibited in § 5-14-103;

(16) Sexual indecency with a child as prohibited in § 5-14-110, if the offense is a felony;

(17) Sexual extortion as prohibited in § 5-14-113;

(18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;

(19) Incest as prohibited in § 5-26-202;

(20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;

(21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

(22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

(23) Permitting the abuse of a minor as prohibited in § 5-27-221;

(24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;

(25) Possession or use of child sexual abuse material as prohibited in § 5-27-603;

(26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;

(27) Felony adult abuse as prohibited in § 5-28-103;

(28) Theft of property as prohibited in § 5-36-103;

(29) Theft by receiving as prohibited in § 5-36-106;

(30) Arson as prohibited in § 5-38-301;

(31) Burglary as prohibited in § 5-39-201;

(32) Felony violation of the Uniform Controlled Substances Act, § 5-64-101 et seq., as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;

(33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;

(34) Stalking as prohibited in § 5-71-229;

(35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and

(36) All other crimes referenced in this title.

(b)

(1) If an individual has been convicted of a crime listed in subsection (a) or subsection (e) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:

(A) An affected applicant for a license; or

(B) The individual holding a license subject to revocation.

(2) A basis upon which a waiver may be granted includes without limitation:

(A) The age at which the offense was committed;

(B) The circumstances surrounding the offense;

(C) The length of time since the offense was committed;

(D) Subsequent work history since the offense was committed;

(E) Employment references since the offense was committed;

(F) Character references since the offense was committed;

(G) Relevance of the offense to the occupational license; and

(H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.

(3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:

(A) Completed the waiver requirements of this section at his or her initial licensure;

(B) Been licensed in this state before the enactment of subsection (a) of this section; or

(C) Attended a professional or occupational school, program, or training in pursuit

of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.

(c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:

(A) Was not convicted for committing a violent or sexual offense; and

(B) Has not been convicted of any other offense during the five-year disqualification period.

(d) A licensing entity shall not, as a basis upon which a license may be granted or denied:

(1) Use vague or generic terms, including without limitation the phrases “moral turpitude” and “good character”; or

(2) Consider arrests without a subsequent conviction.

(e) Due to the serious nature of the offenses, the following shall result in disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:

(1) Capital murder as prohibited in § 5-10-101;

(2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(3) Kidnapping as prohibited in § 5-11-102;

(4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;

(5) Rape as prohibited in § 5-14-103;

(6) Sexual extortion as prohibited in § 5-14-113;

(7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;

(8) Incest as prohibited in § 5-26-202;

(9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

(10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

(11) Adult abuse that constitutes a felony as prohibited in § 5-28-103;

(12) Arson as prohibited in § 5-38-301; and

(13) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403.

(f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.

(g) The disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:

(1) An individual who holds a valid license on July 24, 2019;

(2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or

(3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.

(h) This section does not apply to licensure or certification:

(1) Of professions not governed by this title;

(2) Of polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq.;

(3) Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 17-40-101 et seq.;

(4) Of body artists under § 17-26-601 et seq. who hold a valid license on or before July 1, 2024; or

(5) Of cosmetologists licensed under Title 17, Chapter 26, Subchapter 3.

APPENDIX C

Cohort 12/27

JEFFERSON REGIONAL SCHOOL OF NURSING - CURRICULUM ORGANIZATION PLAN - CLASS OF DECEMBER 2027
July 20, 2026-December 3, 2027

PRE-REQUISITES	LEVEL I				LEVEL II			
PRE-REQUISITES to N100 Foundations of Nursing	1st TERM	BREAK	2nd TERM	BREAK	3rd TERM	BREAK	4th TERM	
English Composition I (3 credits) Anatomy & Physiology I (4 credits) Anatomy & Physiology II (4 credits) OR Anatomy & Physiology for Health Professionals (8 credits) Microbiology (4 Credits) Psychology PSYCH (3 credits) English Composition II (3 credits) College Algebra MATH 1333 (3 credits)	N100 Foundations of Nursing (12 credits) **July 20, 2026 – November 06, 2026** *Holiday:* *September 7* *Labor Day*	November 9 – November 13	N104 Adult Health I (9 credits) N106 Pharm I (3 credits) **November 16, 2026 - April 2, 2027** *Holidays:* *Thanksgiving Break* *November 23-27* *Christmas Break* *Dec 21-Jan 1* *January 18* *MLK* *Spring Break* *March 22-26*	April 5 - April 09	N200 Maternal/Child Nursing Care (10 credits) N202 Transition to Professional Nursing Practice (2 credits) **April 12, 2027 - July 30, 2027** *Holiday* *May 31* *Memorial Day* *July 4* *Independence Day*	August 2 - August 6	N204 Adult Health II (9 credits) N206 Pharm II (2 credits) N208 NCLEX Prep (1 credit) **August 9, 2027 - December 3, 2027** *Holiday:* *September 6* *Labor Day* *Thanksgiving Break* *Nov 22-26*	**Graduation December 9, 2027**
	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
- 72 total credit hours

Revised: 05/15/2024, 7/1/25

JR SCHOOL OF NURSING - CURRICULUM ORGANIZATION PLAN - CLASS OF DECEMBER 2026
July 21, 2025-December 4, 2026

PRE-REQUISITES
PRE-REQUISITES to N100 Foundations of Nursing
English Composition I (3 credits)
Anatomy & Physiology I (4 credits)
Anatomy & Physiology II (4 credits) OR Anatomy & Physiology for Health Professionals (8 credits)
Microbiology (4 Credits)
Psychology PSYCH (3 credits)
English Composition II (3 credits)
College Algebra MATH 1333 (3 credits)

LEVEL I -2025				LEVEL II-2026			
1st TERM	BREAK	2nd TERM	BREAK	3rd TERM	BREAK	4th TERM	
N100 Foundations of Nursing (12 credits) **July 21 – November 07** *Holiday: September 1 Labor Day*	November 10 – November 14	N104 Adult Health I (9 credits) N106 Pharm I (3 credits) **November 17 - April 3** *Holidays: Thanksgiving Break November 24-28* *Christmas Break Dec 22-Jan 2* *January 19, 2024 MLK* *Spring Break March 23-27*	April 6 - April 10	N200 Maternal/Child Nursing Care (10 credits) N202 Transition to Professional Nursing Practice (2 credits) **April 13 - July 31** *Holiday May 25 Memorial Day* *July 4 Independence Day*	August 3 - August 7	N204 Adult Health II (9 credits) N206 Pharm II (2 credits) N208 NCLEX Prep (1 credit) **August 10 - December 4** *Holiday: September 7 Labor Day* *Thanksgiving Break Nov 23-27*	**Graduation December 14, 2026**
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
- 72 total credit hours

JEFFERSON REGIONAL SCHOOL OF NURSING - CURRICULUM ORGANIZATION PLAN - CLASS OF MAY 2027
JANUARY 5, 2026-MAY 21, 2027

PRE-REQUISITES
PRE-REQUISITES to N100 Foundations of Nursing
English Composition I (3 credits)
Anatomy & Physiology I (4 credits)
Anatomy & Physiology II (4 credits) OR Anatomy & Physiology for Health Professionals (8 credits)
Microbiology (4 Credits)
Psychology PSYCH (3 credits)
English Composition II (3 credits)
College Algebra MATH 1333 (3 credits)

LEVEL I				LEVEL II			
1st TERM	BREAK	2nd TERM	BREAK	3rd TERM	BREAK	4th TERM	
N100 Foundations of Nursing (12 credits) **January 5, 2026 – May 1, 2026** *Holiday: January 19 MLK* *Spring Break March 23-27*	May 4 – May 8	N104 Adult Health I (9 credits) N106 Pharm I (3 credits) **May 11, 2026 - August 28, 2026** *Holidays: May 25 Memorial Day* *July 4 Independence Day*	Aug 31 - Sept 4	N200 Maternal/Child Nursing Care (10 credits) N202 Transition to Professional Nursing Practice (2 credits) **September 8, 2026 - January 15, 2027** *Holiday November 23-27 Thanksgiving* *December 21-January 1, 2027 Christmas Break*	Jan 18 - Jan 22 *Holiday: January 18 MLK*	N204 Adult Health II (9 credits) N206 Pharm II (2 credits) N208 NCLEX Prep (1 credit) **January 25, 2027 - May 21, 2027** *March 22-26 Spring Break*	**Graduation May 27, 2027**
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
- 72 total credit hours

APPENDIX D
Jefferson Regional Administration

Brian Thomas	President & Chief Executive Officer
Peter Austin	Senior VP & Chief Operating Officer
Jeremy Jeffery	Senior VP & Chief Financial Officer
Michelle Powell	VP & Chief Nursing Officer

JEFFERSON HOSPITAL ASSOCIATION, INC.
BOARD OF DIRECTORS
2025-2026

Janice Acosta
JHA Secretary

Drew Atkinson
Member, Board of Directors

David Bridgforth
JHA Vice Chair

David Brown
Member, Board of Directors

Amy Cahill, MD
Member, Board of Directors

Marty Casteel
Member, Board of Directors

Michelle Eckert, MD
Member, Board of Directors

Annette Kline
Member, Board of Directors

George Makris
Member, Board of Directors

Joann Mays, MD
Member, Board of Directors

Tim McClure, MD
Member, Board of Directors - Chief of Staff

Chuck Morgan
JHA Chair

Scott Pittillo
Member, Board of Directors

Daniel Robinson
JHA Treasurer

Archie Sanders
Member, Board of Directors

Brian Thomas
JHA President & CEO

H. Ford Trotter, III
Member, Board of Directors

Steven Wright, MD
Member, Board of Directors

APPENDIX E

Administrative Staff, Faculty Credentials, and Other Important Phone Numbers

Michelle Newton Director MSN, Delta State University, Cleveland Mississippi BSN, Nebraska Wesleyan University, Lincoln Nebraska RN-Jefferson School of Nursing Pine Bluff AR	870-541-7164
Tina McDaniel Faculty Coordinator MSN, Capella University, Minneapolis Minnesota BSN, Nebraska Wesleyan University, Lincoln, Nebraska RN UALR Little Rock, AR	870-541-7862
Carolyn Morrisey Faculty Coordinator DNP, University of Alabama, Birmingham Alabama MNSc, University of Arkansas for Medical Sciences, Little Rock AR BS, University of Central Arkansas, Conway AR RN Baptist School of Nursing, Little Rock AR CCRN, CHSE certifications	870-541-7861
Kacee Reynolds Faculty Coordinator MSN, Walden University APRN, FNP-C RN, Jefferson School of Nursing, Pine Bluff AR	870-541-7829
Melanie Coleman Faculty MSN Chamberlain College RN Twin River, Malvern AR	870-541-7856
Racheal Davis Clinical Faculty PDN MSN University of Arkansas at Fayette AR RN -Jefferson School of Nursing, Pine Bluff, AR	870-541-7852
Alyson Gamble Clinical Faculty PDN MSN Western Governors University, Utah RN Mississippi University, MS	870-541-7289
Carolyn Hood Clinical Faculty Part time MNSc, University of Arkansas for Medical Sciences, Little Rock AR BSN UAPB Pine Bluff AR	870-541-7867
Catherine Jackson Clinical Faculty PDN BSN Chamberlain University, Illinois RN Jefferson Regional School of Nursing	870-541-7853
Micki Nail Faculty MNSc, University of Arkansas for Medical Sciences, Little Rock AR BSN-University of Mary Hardin Baylor, Texas	870-541-7732
Belinda Taylor Faculty BSN Chamberlin University, Illinois RN Jefferson School of Nursing Pine Bluff, AR	870-541-7849
Holly Wilson Faculty MSN-University of Arkansas at Monticello BSN- University of Arkansas at Monticello	870-541-7854

RN- JRMC School of Nursing Pine Bluff AR	
Amanda Bailey AAS- Seark Financial Aid Coordinator	870-541-7935
Connor McDonald Marketing/ Recruitment MBA SAU Tech BA- SAU Tech	870-541-7853
Erin McGriff Secretary/Registrar	541-7858
Security	541-7106 or 541-7107
Jefferson Regional (Main Line)	541-7100
Emergency Department	541-7111
Cashier	541-7984
Nursing Administration	541-7770
Pharmacy	541-7902
Julie Dobbins/UAMS Library	541-7629

APPENDIX F

School Events and Activities Calendar

Classes of 2026 and 2027	
January 5, 2026	First Day of Foundations Class 05/2027
January 19, 2026	MLK Day
January 19-23, 2026	Break (Class of 5/26)
January 26, 2026	1st Day of N204 Adult Health II (Class 5/26) 1st Day of N206 Pharmacology II (Class 5/26) 1st Day of N208 NCLEX Prep (Class 5/26)
March 23-27, 2026	Spring Break
April 14, 2026	1st Day of N200 Maternal Child (Class 12/26) 1st Day of N202 Transitions (Class 12/26)
May 4-8, 2026	Break for Class of 05/2027
May11, 2026	First day Adult 1 & Pharm 1 Class 05/2027
May 25, 2026	Memorial Day Holiday
July 4, 2026	July 4th Holiday
July 20, 2026	1st Day of class N100 Foundations of Nursing (Cohort 12/27)
August 3-7,2026	Break (Class of 12/26)
August 10, 2026	1st Day of N204 Adult Health II (Class 12/26) 1st Day of N206 Pharmacology II (Class 12/26) 1st Day of N208 NCLEX Prep (Class 12/26)
August 31- Sept 4, 2026	Break for class of May 2027
September 7, 2026	Labor Day Holiday
September 8, 2026	1st day of N200 Maternal Child Nursing 1st Day of N202 Transitions
Nov 9-13, 2026	Break for Class 12/2027
November 16, 2026	1st Day of N104 Adult Health I 1st Day of N106 Pharmacology I
November 23-27, 2026	Thanksgiving Break
December 10, 2026	Graduation Class of December 2026
December 21, 2026-January 1, 2027	Christmas Break
Jan 4 2027	Foundations Class of May 2028

APPENDIX G

Jefferson Regional School of Nursing

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

JRSON students are required to have a mitigating circumstance 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 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 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.

_____Birth Certificate	_____Fire Dept. Reports	_____Medical Records
_____Death Certificate	_____Police Reports	_____Obituary Notice
_____Hospital Bills	_____Drs. Statement	_____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: _____

APPENDIX H

Jefferson Regional School of Nursing

STUDENT COMPLAINT/GRIEVANCE FORM

STUDENT NAME _____ ID #_____

PHONE NUMBER _____ DATE _____

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

Describe the facts associated with your 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 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

Jefferson Regional School of Nursing

APPENDIX I

SATISFACTORY ACADEMIC/FINANCIAL PROGRESS FORM (SAP)

STUDENT NAME _____ COURSE_____

_____ **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			
Quantitative			
Maximum Time Frame			
SAP Criterion: 1) GPA must be 2.0 or more. 2) Attempted hours are divided by earned hours and must be greater than 67%. 3) Student can attempt no more than 72 hours to finish the program.			

Advisement notes discussed:
_____
_____
_____

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