

**BAPTIST HEALTH Schools  
Little Rock**

**Student Handbook**

**General Section**

**2010**

## CERTIFICATION STATEMENT

BAPTIST HEALTH, its schools and their administrators reserve the right to restrict, or limit enrollment in any course and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements and so forth) in this *handbook* when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration of a school. This handbook replaces all *handbooks* previously published.

## **FORWARD**

This *handbook* is provided to the student to serve as an overall guide to the BAPTIST HEALTH Schools Little Rock. The policies, procedures and information contained herein require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice, according to policy; all new and revised policies are distributed to students via an established process.

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**BAPTIST HEALTH  
STUDENT WELCOME**

A warm welcome is extended to you by BAPTIST HEALTH Schools Little Rock on behalf of BAPTIST HEALTH Corporation, Board of Trustees, Officers, Administrators and Professional Staff.

You made an important decision in choosing healthcare as your career. In the exciting times ahead, you will learn fundamental concepts and principles in your chosen career of study and to apply those in the clinical areas of patient care. As you gain knowledge, a sense of pride and achievement will develop. We look forward to monitoring, coaching, teaching and learning with you through the program of studies.

The BAPTIST HEALTH Schools Little Rock are owned, governed, and operated by BAPTIST HEALTH Medical Center - Little Rock. BAPTIST HEALTH Medical Center-Little Rock is the principal operator with active participation by BAPTIST HEALTH Medical Center-North Little Rock and other BAPTIST HEALTH Hospitals.

As Members of the BAPTIST HEALTH family, you and I share an obligation to protect and maintain BAPTIST HEALTH'S long standing reputation for honesty and integrity. We do this by making personal commitments to consistently practice our shared Christian Values of Service, Honesty, Respect, Performance and Stewardship, and by always conducting ourselves in an ethical manner.

Each of us has our own code of ethical conduct which is based on our personal values. However, when we become a part of the BAPTIST HEALTH family, our conduct is expected to reflect the organization's Values. This expectation applies to every person and company associated with BAPTIST HEALTH. You may be asking yourself why so much emphasis is placed on ethical conduct. The reason is that BAPTIST HEALTH is much more than a name. It is people like you and me working together to fulfill our mission that gives real meaning to our name. Our patients, their families and friends, and all others we come in contact with see BAPTIST HEALTH through their impression of us. If we live our Values every day and conduct ourselves in an ethical manner, BAPTIST HEALTH'S Values will reflect in the way we do our jobs, in our attitude, and in the way we treat others. Many people have worked very hard over the years to build BAPTIST HEALTH'S outstanding reputation for honesty, integrity, and respect for those we serve. It is our responsibility to ensure that we honor and maintain that reputation.

Ethical conduct simply means "doing the right thing," and the Code of Ethical Conduct is our guide. Read it carefully, because it is very important that you understand your ethical responsibilities as a member of the BAPTIST HEALTH family.

Your commitment to our Values, Ethical Conduct, and serving others with your special talents and abilities will help us accomplish our mission of meeting the healthcare needs of our communities and providing high quality patient care with Christian compassion and personal concern.

Russell D. Harrington, Jr.  
President  
BAPTIST HEALTH

## **BAPTIST HEALTH**

**BELIEF**

BAPTIST HEALTH is more than a business; it is a healing ministry. Our healing ministry is based on the revelation of God through creation, the Bible and Jesus Christ. At BAPTIST HEALTH, care of the whole person, body, mind and spirit, is an expression of Christian faith. We are instruments of God's restorative power and are responsible for giving compassionate care.

## **MISSION**

BAPTIST HEALTH exists to provide quality patient centered services; promote and protect the voluntary not-for-profit healthcare system; provide quality health education and respond to the changing health needs of the citizens of Arkansas with Christian compassion and personal concern consistent with our charitable purpose.

## **VISION**

Shared Christian values of service, honesty, respect, stewardship, and performance combined with a commitment to customer satisfaction through continuous improvement allows BAPTIST HEALTH to unite physicians, nurses, employees, technology and access into the most comprehensive healthcare provider delivering total health services to the citizens of Arkansas. Serving the spiritual, emotional and physical needs of patients from the inception of life to support at life's end means compassionately providing total health service from prevention to long-term care. All employees and students are expected to be in sympathy with the philosophy and objectives of BAPTIST HEALTH.

## **CODE OF ETHICAL CONDUCT**

As a member of the BAPTIST HEALTH family, it is the student's personal duty and responsibility to comply with all regulatory requirements, standards, policies and procedures. "Ethical Conduct" means doing the right thing. It is very important to remember that members of the BAPTIST HEALTH family are expected to follow the rules, because our Values tell us it is the right thing to do, not simply because it is required.

## **CORPORATE COMPLIANCE**

The BAPTIST HEALTH complies with federal and state statutes related to corporate compliance. All new employees and students on entry complete the basic education course and sign a contract of compliance.

## **SYMBOL**

An organization's symbol is a graphic attempt to express intent and purpose. The BAPTIST HEALTH Symbol is a Swiss Cross that is always used within the BAPTIST HEALTH signature. The Swiss Cross contains a centered circle illustrating that individuals are at the center of our healthcare focus and at the very core of our philosophy for existence. The individual, whether a patient, employee, physician, volunteer or visitor, is endowed with strengths, weaknesses, talents and needs that shall be recognized and addressed.

The outstretched and interlocking arms demonstrate our founding Christian principles and indicate an embracing of all people regardless of their ethnic, religious or national heritage or their social status. Recognizing that all people suffer and have needs, this logo symbolizes our desire to have them come to us for healthcare that is interwoven with loving concern just as Christ outstretches His arms to all people for salvation.

Use of the Swiss Cross, the most recognized symbol in the world for healthcare, demonstrates our basic mission to care for the total health needs of those we serve. The figures encircling the center and forming the Cross symbolize our ultimate goal for all individuals, which is togetherness, wholeness and wellness. The Swiss Cross design with its many entrances and exits graphically portrays the sharing of expertise and services throughout the organization, while the inner circle symbolizes that while we are many, we are also one.



## **VALUES**

In fulfilling our mission, we place special emphasis on the shared Christian Values of Service, Honesty, Respect, Stewardship and Performance.

### **Service**

Quality service is the foundation of any successful business, and is even more essential in the provision of healthcare. Our success is dependent on each employee's desire and commitment to serve others.

### **Honesty**

Adherence to the moral value of fairness, integrity and honor in all relationships is a major priority.

### **Respect**

All people are to be treated as individuals, with courtesy and thoughtfulness. Respect for each person's dignity and worth is essential. Patients are to be treated with concern and compassion.

### **Stewardship**

We prudently commit our resources, using our talents and strengths in an effective and efficient manner. Our facilities and equipment are maintained with special pride.

### **Performance**

Desired characteristics of BAPTIST HEALTH employees include initiative, dedication, talent and knowledge tempered by common sense. The highest possible performance from all employees is expected, but never at the expense of our values. It is imperative that complacency and mediocrity are avoided through innovation and progress.

BAPTIST HEALTH Values and Code of Ethical Conduct are taught and exemplified by faculty and provide a framework for overall operation of the schools.

**Welcome from BAPTIST HEALTH Medical Center – Little Rock**

*Letter of Welcome from Sr. Vice President BHMC-LR/BHRI*

First, let me congratulate you for choosing a career in the healthcare arena. This is a decision that you will not regret. There are innumerable rewards associated with this profession you have chosen!

Most important, you will care for fellow citizens. Sometimes this care will come at the most crucial moment in that person's life. Honor that endeavor with great care and compassion. You will have the opportunity to work with many wonderful fellow professionals. You will be surrounded by caring individuals who have similar traits as you. Cherish those professional relationships.

The opportunity to grow and learn does not stop at the end of your BAPTIST HEALTH School experience. Healthcare has many opportunities available for you to progress in your chosen field. Be ever mindful of opportunities to further your education while participating in your place of employment. The next few months and years may be some of your most challenging, but I predict they will also be most memorable for the skills you learn and the friendships you take with you.

Good luck and God Bless.

Sincerely,

Doug Weeks  
Senior Vice President and Administrator  
BAPTIST HEALTH Medical Center-Little Rock/BAPTIST HEALTH Rehabilitation Institute

**Welcome from BHSLR (BAPTIST HEALTH Schools Little Rock)**

*Letter of Welcome from the Assistant Vice President, Education*

On behalf of the Administration, Faculty, and Staff, welcome to BAPTIST HEALTH Schools Little Rock. Baptist

Health Schools Little Rock represents the largest group of private health care educational programs in Arkansas. Graduates from our programs are eligible to write their respective professional entry examinations for licensure and certification. We feel very fortunate to offer many health-care related educational programs and serve approximately one thousand students each year.

There are three aspects of our organization that we feel make us a leader in health care education.

First, we are proud of the great variety of programs we offer. Our programs include training in patient care and laboratory roles. The programs of study vary greatly in length. We not only offer year-long certificate programs, but in affiliation with colleges and universities, a two-year associate degree and a number of baccalaureate degree programs are possible. Our goal as an institution is to offer “something for everyone” interested in a health care career.

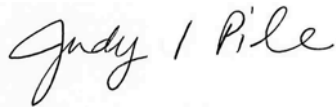
Second, the clinical experience you will receive as a student at BHSLR is another aspect that sets us apart. In each of our programs, we provide extensive clinical experience that begins early in the educational process. We are proud to have the reputation of producing professional, “work-ready” graduates.

A third characteristic of Baptist Health Schools that is special is our commitment to the overall mission and vision of BAPTIST HEALTH. The BAPTIST HEALTH mission places special emphasis on the values of:

Service - Honesty - Respect - Stewardship - Performance

In addition, the vision of our organization places special emphasis on Christian values, high quality services and continuous improvement.

Thank you for choosing our institution for your educational needs. We are proud that you are a part of our family.



Judy Ingram Pile, Ed.D.  
Assistant Vice President, Education  
BAPTIST HEALTH Medical Center – Little Rock

## **STATEMENT OF OWNERSHIP**

BAPTIST HEALTH Medical Center (BHMC)-Little Rock owns, sponsors and supports the BAPTIST HEALTH Schools Little Rock. BHMC-Little Rock is an entity of the BAPTIST HEALTH organization. BAPTIST HEALTH owns and operates numerous facilities which enrolled students may participate in clinical experiences; including; BHMC-Little Rock, BHMC-North Little Rock, BHMC-Arkadelphia, BHMC-Heber Springs, and BAPTIST

HEALTH Rehabilitation Institute (BHRI). All BAPTIST HEALTH entities are members of the American Hospital Association and the Arkansas Hospital Association; licensed by the Arkansas Department of Health; and accredited by the Joint Commission on Accreditation of Healthcare Organizations. The BAPTIST HEALTH Rehabilitation Institute is accredited by the Commission on Accreditation of Rehabilitation Facilities.

The nine schools operated by BAPTIST HEALTH Medical Center – Little Rock, seven allied health and two nursing programs, are located at the BAPTIST HEALTH Support Center in West Little Rock. Clinical education for students enrolled in the schools is conducted primarily through the central Arkansas hospitals operated by BAPTIST HEALTH. Specific clinical experiences are conducted through other selected hospital and healthcare agencies in the area.

The major classroom educational facilities are located on the BAPTIST HEALTH Support Center Campus in West Little Rock on Highway 300, and near interstate 430 at exit 4, on 11900 Colonel Glenn Road. The campus consists of thirteen acres and one large building housing the schools and several other support services and businesses of BAPTIST HEALTH. Large parking lots surround the building on three sides. Complete facilities consisting of contemporary and quality equipment and teaching aids are available and specific to each school. The building is in compliance with all federal, state, and local laws in regards to fire, building, sanitation codes and American Disability Act (ADA) requirements.

## **HISTORY**

The BAPTIST HEALTH organization has sponsored and supported health professions education since its creation in 1921. The school preparing registered nurses was the first school and through the years, the other nine were added with the most recent being the School of Occupational Therapy Assistant established in 2005. The name of the Schools have changed simultaneously as BAPTIST HEALTH changed its name and evolved into the largest private healthcare organization in the state. The first school, the Baptist State Hospital School of Nursing has changed its name seven times through the years with the most recent being in 2007 to the BAPTIST HEALTH Schools Little Rock. A majority of the schools were established and housed in the original setting within the Baptist State Hospital location on Twelfth and Wolfe streets in downtown Little Rock, until their relocation at Baptist Medical Center in West Little Rock in 1971. Eventually, all schools were relocated to BAPTIST HEALTH Support Center on Colonel Glenn Road near Interstate 430. The primary overarching purpose for the existence of all the BAPTIST HEALTH Schools is to provide individuals an opportunity to enter the health profession through a private school and a Christian culture. Through the years, the schools have educated an aggregate total of over 8,000 graduates to enter nine different healthcare professions. BAPTIST HEALTH graduates are known for their outstanding professional qualities, practicing not only in the state, but also at the national and international levels.

## **MISSION STATEMENT**

Committed to Christian principles and quality healthcare education, BHSLR began operation in 1921. BHSLR strives to enhance the quality of life for the citizens of Arkansas by providing quality, accessible, and student-focused education for future and current health care professionals. Faculty, Administrators, Students, and Staff at BHSLR share a commitment to academic excellence, compassion for others, and professionalism within their scope of practice.

## **BAPTIST HEALTH SCHOOLS LITTLE ROCK OBJECTIVES**

Provide healthcare education for students who wish to develop competencies in specific career areas.

1. Provide education for current healthcare professionals who wish to increase their skills by completing additional certifications or degrees.

2. Provide extensive, comprehensive clinical experiences for students.
3. Provide academic advice, counseling, financial aid, and other services to students interested in healthcare education.
4. Partner and cooperate with other higher education institutions to encourage access to quality healthcare education for students in the state of Arkansas.
5. Communicate and cooperate with BAPTIST HEALTH and our regional community in order to provide highly trained healthcare professionals who meet the health and wellness needs of central Arkansas residents.

## **ACCREDITATIONS, APPROVALS AND MEMBERSHIPS**

BAPTIST HEALTH Hospitals approved by the Arkansas Department of Health:

BAPTIST HEALTH Medical Center-A (Arkadelphia)  
 BAPTIST HEALTH Medical Center-HS (Heber Springs)  
 BAPTIST HEALTH Rehabilitation Institute-LR (Little Rock)  
 BAPTIST HEALTH Medical Center-LR (Little Rock)  
 BAPTIST HEALTH Medical Center-NLR (North Little Rock)

BAPTIST HEALTH Hospitals Accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO):

BAPTIST HEALTH Medical Center-A (Arkadelphia)  
 BAPTIST HEALTH Medical Center-HS (Heber Springs)  
 BAPTIST HEALTH Rehabilitation Institute-LR (Little Rock)  
 BAPTIST HEALTH Medical Center-LR (Little Rock)  
 BAPTIST HEALTH Medical Center-NLR (North Little Rock)

BAPTIST HEALTH Hospitals Memberships:

American College of Surgeons  
 American Hospital Association  
 American Medical Association  
 Arkansas Hospital Association

BAPTIST HEALTH Schools accredited by the Accrediting Bureau of Health Education Schools (ABHES)

School of Histotechnology  
 School of Medical Technology  
 School of Nuclear Medicine Technology  
 School of Nursing  
 School of Occupational Therapy Assistant  
 School of Practical Nursing  
 School of Radiography  
 School of Sleep Technology  
 School of Surgical Technology

BAPTIST HEALTH Schools approved by Arkansas State Board of Nursing:

School of Nursing  
 School of Practical Nursing

Registered Nursing Refresher Course  
Licensed Practical Nursing Refresher Course

BAPTIST HEALTH Schools Little Rock licensed by Arkansas State Board of Private Career Education:

Certified Nurse Assistant Program  
School of Histotechnology  
School of Medical Technology  
School of Nuclear Medicine Technology  
School of Occupational Therapy Assistant  
School of Radiography  
School of Sleep Technology  
School of Surgical Technology

The Accreditation Council for Occupational Therapy Education (ACOTE):

School of Occupational Therapy Assistant

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

School of Histotechnology  
School of Medical Technology

The Joint Review Committee on Education Programs in Nuclear Medicine Technology (JRCNMT):

School of Nuclear Medicine Technology

The National League for Nursing Accrediting Commission (NLNAC):

School of Practical Nursing  
School of Registered Nursing

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

School of Radiography

The Commission on Accreditation of Allied Health Education Programs (CAAHEP): Accreditation Review  
Committee on Education in Surgical Technology: (ARC-ST)

School of Surgical Technology

The Commission on Accreditation of Allied Health Education Programs (CAAHEP): Committee on Accreditation  
for Polysomnographic Technologist Education: (CoAPSG)

School of Sleep Technology

BAPTIST HEALTH Schools Little Rock Memberships:

Arkansas Hospital Association:  
School of Histotechnology  
School of Medical Technology  
School of Nuclear Medicine Technology  
School of Occupational Therapy Education (ACOTE)  
School of Practical Nursing  
School of Radiography  
School of Registered Nursing  
School of Surgical Technology

Arkansas State Board of Nursing: Nurse Administrators of Nursing Education Programs (NANEP):

School of Registered Nursing  
School of Practical Nursing

Association of Surgical Technologist: School of Surgical Technology

### **STATEMENT ON NON - DISCRIMINATION**

The schools, in making decisions related to the selection of students and employment of faculty and staff adheres to a policy of non-discrimination on the basis of gender, race, creed, national origin, color, religion, age, marital status or the physically challenged. The schools comply with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Each applicant completing the application process is considered for selection for entry on an individual and competitive basis to enter and begin study in at BAPTIST HEALTH Schools Little Rock.

### **STATEMENT ON STUDENT RECORD**

BAPTIST HEALTH Schools Little Rock Schools Little Rock (BHSLR) records related to applicants, students, non graduates, and graduates are secured, maintained and managed as confidential documents. BHSNAH complies with all Family Educational Rights and Privacy Act (FERPA) regulations.

Official departmental records of applicants, students, non-graduates, and graduates are maintained on file in a designated secured area. The Student Record contents are confidential.

All information received becomes property of BHSLR. Access, by the student, applicant or graduate, to any portion of the Student Record is requested in writing. Access to the Student Record may be extended to the parent or guardian according to FERPA guidelines. Access will be made possible during a scheduled appointment. Copies of Student Records are made available to students and applicants upon written request. A limited number of copies will be available and a fee may apply.

A school has the right to refuse a student access to the following contents:

1. Financial Statement of parents; exception allowed if written permission is granted by the parents or guardian.
2. Letters and statements of recommendation for which the student waived right of access.

A school discloses Student Record to the following:

1. To school officials who have a legitimate educational interest in the record. A school official is a person employed in an administrative, supervisory, instructional, or support staff position, a person employed by or under contract to perform a special task, such as the attorney or auditor. A legitimate educational interest exists if the official is: performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of the student.
2. To officials of another school, upon written request by the student.
3. To certain officials of the U.S. Department of Education, state and local educational authorities, in connection with approval or accreditation and certain state or federally supported educational programs.
4. In connection with the student's request for receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To comply with a judicial order or a lawfully issued subpoena.

6. To others who have a verified "Need to Know."

**STATEMENT ON STUDENT PRIVACY RIGHT**

A student enrolled in one or more of BHSLR has the right of access to his/her Student Record including all files therein. Right of access to the Record may be extended if so requested, in writing, by the student, to the parent/guardian of a dependent as defined by the Family Educational Rights and Privacy Act (FERPA).

The BHSLR complies with Student Privacy Act of 1974 (SPA) for management of the Student Record.

**TOBACCO FREE ENVIRONMENT, ARKANSAS LAW: ACT 134**

In accordance with Arkansas law, Act 134, the entire BAPTIST HEALTH organization, buildings, parking lots, cars on parking lots and BAPTIST HEALTH Support Center (BHSC), Little Rock campus is Tobacco free environment. Students are expected to abide by policies related to tobacco free environment.

**GENERAL ADMINISTRATION INFORMATION**

**ADMINISTRATIVE OFFICIALS**

**BAPTIST HEALTH Schools Little Rock**

Russell D. Harrington, FACHE ..... President & CEO, BAPTIST HEALTH  
 Doug Weeks, FACHE ..... Sr. Vice President, BHMC-LR/BHRI  
 Anthony Kendall, B.S.I.E ..... Vice President, Human Resources  
 Judy Ingram Pile, Ed.D. .... Assistant Vice President, Education  
 Gordon Ward, B.S.N,RN ..... Dean of Administration

**BHSLR- Schools of Nursing**

Laura Hamilton, M.N.Sc, RN, CNE ..... Dean of Nursing  
 Cyinda Anderson, M.S.N., R.N.C ..... Coordinator, Junior and Senior  
 Karen McCumpsey, M.N.Sc, RN, CNE .. Coordinator Practical Nursing, Coordinator School of Nursing Accelerated  
 Dianna Wilson, M.N.Sc., RN ..... Coordinator, Freshmen and Sophomore

**BHSLR – Allied Health Schools**

Judy Ingram Pile, Ed.D. .... Assistant Vice President, Education  
 Gretchen Bates, ST, CST; ..... Program Director, School of Surgical Technology  
 Karen James, M.S., OTR/L ..... Program Director, School of Occupational Therapy Assistant  
 Shane Jones, B.S., HT (ASCP) ..... Program Director, School of Histotechnology  
 Jennie Kyle, MPH, MT (ASCP) ..... Program Director, School of Medical Technology  
 Buddy Marshall, MEd, CRT-SDS, RPSGT ..... Program Director, School of Sleep Technology  
 Brenda Simmons, B.S.R.T (R) ..... Program Director, School of Radiography  
 Sharon Ward M.A., CNMT., ARRT (N) ..... Program Director, School of Nuclear Medicine Technology

**BHSLR-Student Services**

Carolyn Baker, M.L.S. .... Head Librarian  
 Catherine Divito, M.A. .... Registrar  
 Jamie Hall, M.B.A. .... Business Office Coordinator  
 Dixie Shearer, B.A. .... Student Financial Aid Advisor  
 P. Hope Coleman, M. Div, M.A. .... Academic & Spiritual Counselor

**BHSLR-Support Staff**

Janell Barkley, B.S.E., .....202-7448  
 Lisa Cromer, B.A. ....202-7740

Naomi Howard.....	202-6046
Susan Miller.....	202-6075
Haley Moreno.....	202-6200
Linda Nichols.....	202-7446
Autumn Faith Claywell, B.A. ....	202 - 7958
Tricia Sevier.....	202-7487

**BHSLR-Accounting Specialist II**

Bethany Griffis.....	202-7929
Lisa Hopgood.....	202-7430
Wiley Parker, B.A.,.....	202-7467

**BHSLR-Accounting Specialist III**

Vanessa Wilson.....	202-7848
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**ACADEMICS**

**Academic Standards and Progress**

Eligibility to register each semester is contingent, in part, that adequate satisfactory progress is being made by the student in the program of study.

To maintain Satisfactory Academic Progress (SAP), a student must enroll and complete all required courses/components in a particular semester for the program of study with a C (77%) or above and be in good standing with the school. Any student who does not complete all required courses with a C (77%) or above is administratively withdrawn from that program of study. Students who are administratively withdrawn from a program are eligible to re-enter according to the re-entry procedures for each program of study.

Students who are in danger during the semester of not meeting SAP standards are alerted to their deficiencies, advised of the means to remedy them, and alerted to the consequences of their failure to do so.

**Academic Grading Scale**

The BAPTIST HEALTH Schools Little Rock (BHSLR) utilizes a grading scale to signify student academic progression through a program of study. A final letter grade is assigned for each course. The letter grade has a corresponding rating that denotes the value of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and for other purposes such as Honors Awards during the Commencement Ceremony and scholarship awards by BAPTIST HEALTH Foundation and by others.

The student progresses and promotes through the program of study by completing each required course with at least a minimum final grade of “C” in the theory component of the course and Satisfactory “S” in clinical and skills laboratory component if applicable. The student must meet all requirements of each course in order to progress. Passing in all university and/or college courses is determined according to the policies of the respective institution. A final grade of “C” is required by the school for all required university and college courses.

Academic progress in the theory component is determined by use of the following grading scale:

Classroom Theory

<u>Grade</u>	<u>Range (%)</u>	<u>Value</u>
A	94-100	4
B	86-93	3
C	77-85	2

D	70-76	1
F	0-69	0
I	Incomplete	0
W	Withdraw	0
WX	Admin/Withdrawal	0

The school has sole discretion regarding course work related to an incomplete “I” grade. If the school so approves make-up course work, the incomplete course work must be completed within an established time-frame; otherwise the “I” grade becomes a final grade of “F” at the time-frame end.

School specific clinical and skills laboratory grading scales, if applicable and subsequent policies are published in the School Specific section of the *Catalog* and in the *Student Handbook*.

### **Awards**

Student recognition of academic excellence is announced during the commencement Ceremony.

A candidate for graduation may receive the following recognition honor(s)/award(s) for professional and academic excellence.

The Faculty Award is presented to a graduate candidate from the BAPTIST HEALTH Schools Little Rock- School of Nursing (BHSLR-SN) traditional and accelerated tracks and from BAPTIST HEALTH Schools Little Rock- School of Practical Nursing (BHSLR-SPN). The recipient is selected by the respective program faculty utilizing the following established criteria:

Service- Quality services is the foundation of any successful business, and is even more essential in the provision of healthcare. The student’s desire and commitment to serve others is part of quality service.

Honesty- The student adheres to the moral values of fairness, integrity, and honor in all relationships which is a major priority.

Respect- The student treats all people as individuals, with courtesy and thoughtfulness. Respect for each person’s dignity and worth is considered essential. Patients are treated with concern and compassion.

Stewardship- Students prudently commit resources, using talents and strengths in an effective manner. Facilities and equipment are maintained with pride.

Performance- Student exhibits the desired characteristics of initiative, dedication, talent, and knowledge tempered by common sense.

The outstanding Student Award, presented by the BAPTIST HEALTH Medical Center/BAPTIST HEALTH Rehabilitation Institute Auxiliary, is awarded to a graduation candidate of the BHSLR-SN. The recipient is selected by members of the respective senior class.

The Academic Excellence Student Award, presented by the BAPTIST HEALTH Medical Center/BAPTIST HEALTH Rehabilitation Institute Auxiliary, is awarded to a candidate from each Allied Health School for graduation. The recipient is selected by the program director and is based on the highest cumulative GPA achieved.

Allied Health Schools’ graduates are recognized for academic excellence during the commencement ceremony. Names of recipients are permanently displayed on the wall plaque in the respective school’s

exhibit. The Academic Excellence Awards are unique to the Allied Health Schools.

## **Honors**

BHSLR faculty and staff celebrate student academic excellence by awarding Honors or High Honors status. Recognition of honor status is announced during the commencement ceremony.

Students entering a program of study that is scheduled to commence in December 2010 and thereafter, will follow the following Academic Honors scale:

### **Schools of Allied Health**

Honors =3.75-3.89

High Honors =3.90-4.00

### **Schools of Nursing**

Honors =3.00-3.74

High Honors =3.75-4.00

The Academic Honors scale that is reflected in the Student Handbook of the particular program of study is applicable for currently enrolled students that are scheduled to commence prior to December 2010.

## **Incomplete Grades**

The student is given the opportunity, as appropriate, to clear incomplete grade(s) and progress in the program.

The assignment of an incomplete grade is at the sole discretion of the faculty. An incomplete "I" grade indicates the student has not yet fulfilled course requirements and that either additional course work is needed or make-up work is to be completed. A final judgment and final grade determination of the student's performance is made after the student fulfills the specified course work.

The incomplete grade must be cleared by satisfactory completion of all course work designated in writing and within the established time frame set by the faculty. If the incomplete grade is not cleared within the timeframe outlined by the faculty, the "I" shall be converted to a final grade of "F".

If an "I" is not cleared within six months, it will automatically be converted to an "F" by the registrar.

## **Re-entry and Academic Progress**

Students who have voluntarily withdrawn or have been administratively withdrawn from a program at BHSLR may be eligible to apply for re-entry according to the requirements for each program of study. In addition to meeting all program application requirements, the following timeframes will be adhered to when considering re-entry applicants.

If a student applies for re-entry to begin instruction within one calendar year of the official date of withdrawal, the student may be considered for re-entry at a point in the curriculum to be determined by the appropriate selection committee or program director.

If a student applies for re-entry to begin instruction after one calendar year of the official date of withdrawal, the student will only be considered for entry into the first semester of the program of study.

If a student has re-entered a program of study and is unsuccessful, the student will no longer be eligible to apply for entry into that same program of study.

If a student has re-entered a program of study and is unsuccessful, the student will be eligible to apply for entry into a different program of study providing the student meets all admission requirements at BHSLR and for that

particular program.

### **Academic Clemency**

Students who (a) have been absent from study at BHSLR for a minimum of four consecutive calendar years and (b) have a desire to re-enter a program of study they have attempted twice may request academic clemency for their previous educational experience at BHSLR. To be considered for academic clemency the student must meet ALL criteria below:

1. Be absent from study at BHSLR for a minimum of four consecutive calendar years.
2. Submit a completed petition for academic clemency and also provide a detailed explanation for why they were unsuccessful in their first educational cycle and how the applicant feels they have made changes to ensure his/her academic progress if allowed to enter the program of study. Documentation should be submitted to the Student Services Specialist.
3. Meet any additional academic requirements set by the academic program leader and/or academic dean.

Approval of clemency is neither automatic nor guaranteed. The required documents are submitted to the Student Services Specialist. The petition for clemency will be reviewed by the, the academic program leader, the academic dean, and the Assistant Vice President of Education (AVP) at BHSLR.

Approval of academic clemency only allows that the petitioner is eligible to apply to the specific program of study in question. Approval of clemency does not guarantee selection or placement into the program of study. Applicant selection will be determined by the appropriate selection committee.

Academic Clemency is noted on the official transcript as detailed in the petition.

### **Transfer Credits**

BHSLR accepts transfer credit from institutions accredited and recognized by the United States Department of Education or the Council for Higher Education Accreditation. Course content must be substantially equivalent to required courses. Applicants requesting to transfer courses from other institutions must provide an official transcript and course descriptions to the school. Transfer credit is used in calculating the cumulative grade point average for a student. Transfer courses must have a minimum grade of “C” or higher to be accepted. Although courses may be transferable from other schools, colleges and universities, the final decision related to transfer of credits is made by the applicant’s school of choice.

### **ACCIDENT OR INJURY REPORTING**

An accident or injury involving a student, occurring on BAPTIST HEALTH (BH) property or during a scheduled learning experience, must be verbally reported immediately to the supervising faculty member, program director, coordinator or assistant director of school in which the student is enrolled.

**Process:** The official report is documented on a BHSLR Student Incident or Injury Form. The form may be obtained from the supervising faculty member or the Forms Rack in Suite 1004 in the BHSLR department.

A student sustaining an injury or accident occurring on a BH clinical site completes a report using the BH Report of Accident and Injury Form or Needle stick/Body Fluid Report Form in accordance with policy. The forms may be obtained from a clinical supervisor, school administrative staff or school program director.

A student sustaining injury from an accident during clinical experiences occurring on property other than BH completes a report according to the policy and processes of the contracting clinical agency providing the clinical laboratory settings.

The student, course faculty member and or program director, and other person(s), as appropriate, in the hospital clinical department or agency involved, also sign the report form.

The supervising instructor or program director manages the report form according to established policy and process of the contractual clinical laboratory setting and of the school.

## **ACCOUNTABILITY: STUDENT**

A student fulfills school expectations, as described in the following policies:

Enrollment in BHSLR implies willingness of the student to comply with established policies and processes, to meet academic and graduation requirements, to demonstrate progressive professional development, to fulfill all school requirements, to abide by Student Rights and Responsibilities herein included and exemplify the BH and BHSLR Values and Code of Ethical Conduct through corporate compliance.

Progression through a respective academic program of study is dependent on documented evaluation of personal and professional development and academic achievement in fulfillment of school specific requirements.

The respective school assumes no responsibility for a student's conduct apart from school activities; however, conduct away from school activities may affect the student's status within the school; criminal activity, arrest, jail time, and so forth are non-inclusive examples.

Full payment due, reflected on Student Account Invoice from BHSLR Bookkeeper to the student, is expected to be paid at registration for all expenses related to tuition, fees, uniforms, textbook and other expenses.

Damages to school physical facilities including library holdings, hospital equipment and furnishing must be reimbursed to the respective hospital or school prior to receiving clearance for graduation.

Expenses related to fines, healthcare, policy enforcement and/or appropriate and designated legal expenses borne by the school initiated/caused by the conduct of the student are due and payable before clearance is given for graduation.

## **ANIMAL CONTROL**

Animals are kept off school campus, the clinical laboratory setting and other campus premises. The only exception, with prior approval, to this policy is a physician's order specifying a need for instructional purposes and/or that an individual requires a trained animal for physically challenged assistance. Appropriate authorities are notified by campus Security officers when animals are found in parked motor vehicles. Individual bringing animals into the building will be asked by faculty and staff to remove animal from building. Security will be notified if animals are not removed promptly.

## **APPROACH TO STUDENT SITUATIONS OF MAJOR IMPORTANCE**

The school investigates and takes action in the following noninclusive student situations:

1. health status, conduct, attitude and academic performance,
2. non-compliance with school policies,

3. arrest,
4. legal indictment,
5. investigation related to criminal activity,
6. conviction, or plea of "Nolo Contendere",
7. imprisonment,
8. expressed threats to do harm to another,
9. falsification of application either to school or to BHSLR, or
10. any other non-exemplification behavior reflected in either the BH Code of Ethical Conduct, policies, lawful regulation, or statute or
11. report of harassment or abuse caused by a BHSLR Student.

## **ATTENDANCE**

Behavior modification policies and processes are initiated when student attendance record does not exemplify expectations reflected in attendance policies established by the school. In addition, the school may also take academic action as a result of excessive absenteeism or tardiness. Such action may include, but is not limited to, additional course work, make-up examinations (tests), standardized examinations, repeat course(s), suspension or dismissal.

Regular and prompt attendance at all scheduled learning experiences is expected in order to meet the objectives of each required course in the curriculum. Students are required to provide their own transportation for all learning experiences.

**Process:** The following process is followed to enforce the policies:

The faculty understand a student may be absent from class because of situations not in the student's control; however, it is also understood that an "absent student" is not gaining benefit of school offerings. Therefore, an attendance record is maintained for each student. A record of repeated absenteeism will lead to administrative action and possibly dismissal.

The course syllabi identify specific course attendance requirements and school specific policies related to attendance also apply.

An absence of five (5) consecutive school days without notification to course faculty will result in Administrative Withdrawal of the student by the school.

A student absent from classroom or scheduled clinical learning experiences three (3) or more school days because of a health problem that requires medical intervention must provide course faculty a written clearance from the physician prior to resuming study.

If absence is related to a medical treatment (order) by a licensed practitioner the student is required to notify the respective course instructor regarding the planned date of return to study. In addition, an absence created by a physician's order requires a written clearance from that physician before the student resumes scheduled learning experiences.

Submit written statement to the course instructor prior to returning to scheduled class, clinical or learning activity. If so determined; the statement must also reflect any limitations or restrictions. Students with stated limitations or restrictions may not return to class/clinical until these limitations or restrictions are lifted or if reasonable accommodation can be made as determined by the school.

A student may be charged a make-up fee to defray the expense of faculty salary if extra faculty time is needed for the student to meet course objectives as a result of absences. The fee is payable prior to the additional learning experience; only the Program Director may waive the fee.

## **BAPTIST HEALTH SCHOOLS LITTLE ROCK ORGANIZATION**

The Director's Council assists the Assistant Vice President of Education by serving the schools in day to day operation and administration. The council makes policies and decisions related to the campuses in general, respond to current issues, and coordinates maintenance of all data bases related to the schools and the departmental affairs, public relations, communications and organizational structure. Deans, course leaders, coordinators, and program directors assist in providing leadership for the overall progressive development of the schools, achievement of department fiscal year goals, fulfillment of BH Vision and Administrative Expectation. Decisions specifically related to each school, as appropriate, are made by either the Dean or designee.

### **BREAKS AND MEAL TIMES**

Students are scheduled breaks and meal times during learning activities. Classroom break is typically ten minutes after each fifty minutes of classroom instruction and mealtime is forty-five minutes. Classroom meal times are reflected on the course calendar.

Clinical breaks are assigned by the Clinical Instructor, Coordinator, Program Director, or preceptor and are based on established policies of the clinical agency or patient care assignments.

### **BULLETIN BOARDS, SIGNS AND POSTERS**

Information related to BHSLR, class or course activities is posted on designated bulletin boards.

New and revised policies are signed, dated and posted on the student bulletin boards or students receive a mass electronic e-mail notification, until published in the next printing of the official school document(s) and publications.

Anything other than official school postings on BHSLR premises must be approved by the Dean of Administration or designee. School administration reserves the right to remove any communication or posting at anytime. All postings in the main BHSLR lobby must be approved by the Dean of Administration or designee prior to posting.

All signs and posters may only be placed on designated bulletin boards. No signs or posters are permitted on painted, glass or wooden surfaces.

If an individual or student organization prefers to place a poster or sign in an area not designated in this statement, the individual or organization must receive approval. Approval shall be based on assurances that the location and mounting of the sign or poster will not deface property, detract from the image, reputation, mission, philosophy or culture of BH or its schools.

### **CHEMICAL SUBSTANCE USE AND/OR ABUSE**

It is imperative that a student be law abiding, alert and in full possession of reasoning capabilities. Consuming, being under the influence, selling or possessing alcohol or other reasoning and cognitive alteration substances at any school function, during a learning activity or while on school campus is absolutely forbidden, and is cause for immediate Administrative action, up to and including dismissal. Furthermore, arrest and conviction of such will put continued enrollment at risk.

Chemical Substance Abuse policies provide direction for school action when a student is suspected of being involved with chemical substance use or abuse such as alcohol, misuse of legal drugs, use of illegal drugs, selling, providing and/or manufacturing illegal drugs and selling of prescription drugs or manufacture for personal use or sale of illegal substances.

On first entry, student is expected to read policies related to chemical substance abuse. The student is informed of the BHSLR random chemical screening program.

Faculty or administration takes action to protect the public when student behaviors are reported or observed indicating probable cause to suspect involvement with chemical substance use or abuse (includes alcohol, misuse of legal or, use of illegal drug). Cause is determined at the sole discretion of the BHSLR school.

A student suspected of or reported to be active in chemical substance abuse is confronted and asked to voluntarily submit for screening test(s).

Student refusal to voluntarily submit for screening test(s) (random and for cause) is considered insubordination and also as a “positive” screen and grounds for immediate dismissal.

Expense of the initial screening test(s) is paid by the respective school; subsequent testing expense is the student’s responsibility. If the student does not submit payment, the cost shall be added to his/her Financial File and account.

Specimens for testing are protected by the chain of custody procedure. Outcomes of the testing are considered confidential and managed accordingly. Results of the screening test are communicated to the student by individual designated by the respective school.

A positive screening or a specimen submitted for screening that has been determined to be altered by the student shall result in administrative dismissal.

### **CHILDREN ON CAMPUS**

Children are not allowed to attend any learning experience. Children on the school campus should be accompanied by an adult at all times. Children may not be left unattended in the parking lot. A student, who brings a child to a learning experience will be asked to remove the child from the campus. The student will be counted absent during this time. If course make-up time or work is involved, the make-up fee policy will be applied. If the behavior is repeated, additional disciplinary action will be taken by the school. This policy includes children of students, family members, visitors, faculty, staff members, managers, coordinators, and administrators.

### **CLEARANCE**

The Student Administrative Service Request Form reflects student status at the point of discontinuing study from the respective BHSLR program. Compliance with BHSLR clearance policy and process is one (1) of the criteria for good standing status. Approval to graduate is determined on satisfactory completion of the clearance process. All students exiting the program for any reason are required to complete the clearance process.

**Process:** A student who is not registering the next upcoming semester, term or course or who is withdrawing from all courses, is required to complete the official Clearance Process.

A senior completes the official clearance process in order to qualify for graduation.

A class officer discontinuing study or graduating completes the class officer clearance process in addition to the official school clearance process.

A non-enrolled student must complete a clearance process prior to fulfillment of a request for Administrative Service(s), release of transcripts, approval to graduate, or application to another program of study.

A student discontinuing study must submit a Student Administrative Service Request Form indicating request for withdrawal. Exception: A graduate that does not submit form, respective coordinator will notify appropriate individuals of completion of graduate requirements by submission of a graduate roll list.

Submit completed form(s) to respective Program Coordinator or designee for processing.

Information is reviewed for compliance. Appropriate BH School Official gives final approval of clearance completion.

### **CODE OF ETHICAL CONDUCT**

The corporate compliance standards set forth by the BH cultural environment and the shared Christian Values provide the framework for the Code of Ethical Conduct. All employees and students are expected to exemplify the code. For non-compliance reporting, call 1-800-991-0888.

### **COMMENCEMENT CEREMONY**

The commencement ceremony at BHSLR is a time of celebration that will occur for the schools of allied health and nursing in June 2010. Beginning June 2010 and thereafter, BHSLR will hold one annual commencement ceremony in June. December graduates have the option to participate in commencement the following June. BHSLR commencement ceremonies do not confer official graduate status.

### **COMPUTER LABORATORY**

The BHSLR computer laboratory accommodates 92 students involved with testing and other learning activities. Contemporary audiovisual resources are used to reinforce classroom and clinical learning and to supplement the teaching of students.

### **CONFIDENTIALITY**

Each BHSLR student, on entry to the respective school of choice receives HIPAA training and signs the Compliance Statement Form during the new student orientation.

The school copy of the signed document is filed in the student Academic File, and the student retains the "Student Copy" for his or her records.

Confidentiality of student and patient record is managed to assure the right of individual privacy.

### **CONSENT FOR INVASIVE PROCEDURE**

During the process of skills acquisition, specific to a BHSLR school, students may practice selected invasive clinical skills on a classmate:

Two skills, injection and venipuncture, which involve piercing the skin, are defined as invasive procedures.

A student who participates without objection, in a clinical skills acquisition learning experience that involves an invasive procedure performed by another student or a faculty member, implies consent of the procedure.

A student who does not participate may be, at faculty discretion, given another method of skill demonstration; however, different processes and evaluations (grading) shall apply.

### **COOPERATION WITH BAPTIST HEALTH SECURITY, LAW ENFORCEMENT OR COURT**

The schools cooperate with the respective security departments of BH. They also cooperate with law enforcement officials by assisting them in a request for information, to serve a warrant, to serve a subpoena, to respond to subpoenas for applicant, student and graduate records, to make an arrest, to conduct authorized searches, or to conduct other business of the court, police, sheriff departments, and state and national regulating agencies.

Corrective action of a student may result from business operations and outcomes of law enforcement activities, BHSLR security departments' actions and decisions, outcomes of investigations, court officials, court actions and subsequent outcomes.

The student is personally contacted, when possible by a school official in the event a law enforcement officer, court official or BH Security officer arrives on campus to either conduct investigative, legal business or other associated legal activities. In the interest of public protection, BHSLR cooperate fully with all law enforcement and regulating agencies.

### **COPYRIGHTED MATERIALS (Use of)**

The BHSLR is a private nonprofit educational institution supporting the activities of faculty and students in their participation in programs of study at the schools. BHSLR promotes an environment of compliance with copyright laws of the United States through distribution of this *Guideline* to faculty and students. Additional information regarding use of copyrighted materials is located at <http://www.bhslr.edu>.

#### Exception

A copyright restriction from publishers of materials in any form, including web accessible materials, supersedes U.S. copyright law. If in doubt about the use of materials, seek permission from the copyright holder.

#### Instance and Inspiration

Material may be used under the Fair Use provisions if the faculty member or student found the material within a time frame that does not allow sufficient time to ask for and receive permission from the copyright holder.

#### Students Use of Copyrighted Materials

Students may use copyrighted materials in their class presentations and assignments. Students may retain a copy of their own work including copyrighted material for inclusion in a personal portfolio to be displayed at a conference or for demonstrating their skills to prospective employers. Copyrighted works must be marked appropriately.

#### Penalties for Copyright Infringement

- Civil penalties of up to \$30,000 per infringed work and up to \$150,000 per work if willful are enforced.
- Criminal penalties of up to 10 years in prison and a \$250,000 fine for willful infringements are enforced.
- Faculty and students may be subject to dismissal from BHSLR for willful infringements.

### **CORRECTIVE PROGRAM**

Corrective action is initiated when a student does not fulfill established requirements or reflect the BHSLR Christian values and policies. A faculty member or administrative official may initiate a corrective action based on the seriousness of the situation. The Program Director, Coordinator or designee enforces suspension and dismissal corrective policies.

The action may follow a progressive path in some cases, but may be immediate and final in other cases. A typical progressive path usually reflects: verbal coaching or warning, followed by written conference or warning; then probation, suspension for cause or academics, and ultimately dismissal for cause or academics.

The ultimate aim of any corrective action is to protect the public served by health professionals and to modify behavior(s) versus a punitive approach. The BHSLR go to great lengths to communicate and model for students the Christian values, Code of Ethical Conduct, student rights and professional standards. Unfortunately, some students do not benefit from these efforts and voluntarily invite corrective action by personal choices and conduct.

In any corrective action, the student has the right to know what action is being taken, why, how, when, by whom, and given the opportunity to present evidence and information on their behalf.

A school has the right to take corrective action based on information and evidence that it, in its discretion, determines credible. At the same time, BHSLR schools have the obligation to ensure that the public's and the student's rights are protected.

## **GENERAL POLICIES**

Progressive corrective policies may be initiated when a student does not meet expectations or requirements established by course faculty or reflected in school values and policies. The progressive corrective policies may be initiated at any step based on circumstances of the situation.

**Process:** A faculty member or administrative official may initiate a corrective action, based on the seriousness of the situation. Program faculty may initiate verbal or written level of corrective action.

The action may follow a progressive path in some cases, but may be immediate and final in other cases.

Corrective action is initiated when the school receives information that a student's conduct is illegal and/or not exemplary of school policies, Values, Student Honor Code or BH Code of Ethical Conduct.

A student is expected to sign any written document representing corrective action. The signature does not indicate agreement, but signifies the student's awareness of the action and comprehension of the content.

The student receives a copy of the corrective action document. The original copy is filed as content in the student's academic file. A witness is often present to take notes, observe the signage(s) and sign the document.

Appropriate school, BH officials, clinical departments and faculty are notified for their informational needs, record keeping purposes and possible reciprocal action.

While dismissal may be the ultimate end of progressive corrective action, a student may be dismissed without going through the progressive corrective action process. In some instances, dismissal may be the first and only corrective action taken with a student in order to protect physicians, staff, patients, students, faculty and the public.

The student is considered to be an adult; therefore, neither family members, friends nor attorneys are part of the process and shall not be permitted to attend the conference.

If a student chooses not to keep an appointment for corrective action; the action shall proceed without his/her presence.

A student who is either suspended or terminated "for cause" as a BAPTIST HEALTH employee, may also be suspended or terminated through reciprocal action by the school and vice versa.

### **Verbal Corrective Action**

#### **Verbal Warning**

A Verbal Warning session is held between the student and a faculty member.

## **Written Corrective Action**

### **Written Warning**

Faculty administers a Written Warning reflecting content related to the unsatisfactory conduct. A Written Warning must be considered as an indication that without immediate and lasting behavior modification, the student may not continue in the program.

### **Probation**

Faculty administer probationary status, which is an indication that the student's continued enrollment in a school or course is at immediate risk. Probationary status may result either from nonachievement of academic requirements or unacceptable conduct. It indicates the student has not benefited from efforts of the school to maximize learning or facilitate professional development. Conditional terms are set forth in the probationary document.

### **Academic Probation**

Academic probation indicates that a student is failing to meet identified academic requirements. Rationale for probation is shared with the student by the respective faculty member in the course or school.

Fulfillment of written terms, as a plan for improvement, is given a specified length of time. At the specified time, a review is made of progress and the status may be lifted, continued, or if in noncompliance with terms, academic suspension or academic dismissal action shall occur.

The student's name is forwarded by the faculty member placing the student on probation to the appropriate program director, and clinical department head if indicated.

### **Conduct Probation**

Conduct probation is considered "for cause" corrective action to modify behavior. The same process is followed as for academic probation.

## **Suspension**

Program Director or Coordinator administers Suspension status, which is serious and results in the student having to take a break in study, often causing a delay in progression in the program or graduation. The suspension may be for academic, financial or conduct reasons. Suspension is designated for a specific period of time and may or may not have designated terms for fulfillment. It may be used as administrative suspension for an investigative purpose.

From the time of suspension the student is not permitted on BHSLR campus or to continue the program of study. The student is notified of the status by an official memo or letter from the Program Director or Coordinator.

The student is informed of the rationale for suspension and the associated terms to be fulfilled. The student is required to complete the Student Clearance Process at time of suspension.

The student may be required to apply for re-entry to the respective BHSLR school. Selection for re-entry is not automatic. Previous enrollment records and fulfillment of suspension terms and conditions weigh heavily in that determination.

Notice by memorandum naming the student and suspension status is forwarded to the Business Office for record keeping and communication purposes.

### **Academic Suspension**

Action is taken when student fails to meet the minimum academic requirements for progression, promotion or graduation.

Faculty notify student that course requirements are not being met before or at course end and faculty notifies respective Program Director or Coordinator that requirements were not met.

### **Financial Suspension**

Action is taken when a student account is not in compliance with financial policies. The Business Office manages and has full discretion for action.

### **Conduct Suspension**

Conduct suspension is used to address behaviors which are in violation of the BHSLR Values and Code of Ethical Conduct.

### **Dismissal**

The Program Director or Coordinator is responsible for dismissal of a student, which is used to address behaviors in violation of the BHSNAH Values and Code of Ethical Conduct and are of such severity that they cannot be corrected through other means. Dismissal from the schools is permanent and the student is required to complete the Student Clearance Process. Findings and outcomes are documented.

Dismissal, including student financial aspects, is based on factual information such as documents, verified eyewitness reports, actions by courts or law officers, and other sources determined to be credible by the school. If information was gained from individuals acting according to the BH Code of Ethical Conduct, that policy shall be in effect throughout the process. BHSLR Values, Code of Ethical Conduct, Student Rights and Responsibilities and school policies shall serve as a framework in the decision making process when conduct is being considered.

Dismissal may not necessarily follow a "Suspension for Investigation" period. The school has the right to take action immediately and is obligated to do so as deemed appropriate based on student conduct either on or off campus.

A dismissed student who does not choose to file a grievance on the school's action or one who has completed the grievance process, and given no relief, are permanently barred from the BHSLR campus and all related activities. The only exception being, that the dismissed student has made an appointment with a school administrator. Thus, with an appointment the individual may then return to the campus to conduct the specified business for that one appointed time. When a student is dismissed Campus Security Officers are so notified.

BHSLR reserves the right to contact BH security or local law enforcement agencies as deemed appropriate.

#### **Dismissal Process:**

Student is contacted personally when possible to do so, regarding time, date and place for the conference. Personal contact confirmed by the student is preferred. Witnessed messages left on message recorder or voice mail is considered appropriate notification.

During the conference, a student is informed of the reasons being considered by the school for dismissal. The student is given opportunity to explain his/her version of the circumstances or

event. The student's response may either be in writing or verbal.

The response to another school asking for a recommendation or letter of standing, shall not be granted unless the dismissed student submits, to the school, written permission to discuss the situation with the inquiring dean or director. Otherwise, the school shall confirm enrollment status only.

### **CRIMINAL ACTIVITY: ENROLLED STUDENT**

BHSLR investigates reports of student criminal activity, including but not limited to arrest or conviction and takes action as deemed appropriate. A student discovered to be currently serving court imposed probation or parole following a conviction, guilty plea or nolo contendere to a crime, is not eligible for continued enrollment.

Individuals convicted of a specified crime may not be eligible to take the licensing examinations: NCLEX-PN, NCLEX-RN for nurses as identified in Arkansas Code 17-87-312 or Allied Health examinations as appropriate to the respective schools.

\* Crime includes, but is not limited to driving while intoxicated (DWI), felonies and misdemeanors.

The school may suspend the student for an investigative period. The investigative findings will be shared with the student and the action to be taken as deemed appropriate by the school. Appropriate action include(s), but is not limited to: probation, dismissal, or suspension. The complete policy, in detail is available by request from an enrolled student.

Faculty and staff receiving such a report or having knowledge of are required by policy to notify immediately their respective supervisor about the information received.

### **CRIMINAL BACKGROUND REPORT**

Some clinical facilities used by BHSLR require Criminal Background Reports (CBR) for all (including students) who provide clinical care services to the public. In the event a student is assigned a clinical rotation in one of those facilities, the CBR is shared with designated officials.

A CBR is required prior to receiving a temporary permit (TP) and taking the Registered Nursing or the Practical Nursing NCLEX examination for initial licensure.

On first entry to a BHSLR school, the student signs a CBR Informed Statement of Compliance to provide a report on request, by BH or the respective school of enrollment and a disclosure and authorization to obtain a criminal background report and validation of the social security number. A positive result ("hit") will result in administrative action on enrollment up to and including dismissal.

Enrolled students must understand and are here so notified, that selection by a BHS, and ultimate graduation, in no way is to be interpreted as a guarantee he or she will be approved by the licensing or testing agency to take the licensing or certification examination, or receive a license. The following rules and regulations apply to students.

All reports obtained under these regulations are confidential and are restricted to the exclusive use of the Arkansas Crime Information Center, the Bureau, the licensing agency and the person who is the subject of the report. The information contained in reports shall not be released or otherwise disclosed to any other person or agency except by court order and are specifically exempt from disclosure under the Arkansas Freedom of Information Act (A.C.A. 25-19-101, et seq.), except that the Department of Human Services/Offices of Long Term Care is authorized and directed to furnish "determinations" to long term care facilities. Act 1109 of the 1993 (Ark. Code Ann. § 12-12-1013) states that criminal history information may be provided to the subject, the subject's attorney or other designee authorized in writing by the subject.

## **RULES AND REGULATIONS FOR CONDUCTING CRIMINAL RECORD CHECKS**

Any challenges to the accuracy of the report should be directed first to the State Identification Bureau (501) 618-8500, #1 State Police Plaza Drive, Little Rock, Arkansas 72209;

A person, upon positive verification of his or her identity, may review criminal history information pertaining to such person compiled and maintained by the identification Bureau or the central repository and may challenge the completeness or accuracy of such information;

The criminal history information may be reviewed only by the subject, or by the subject and his/her attorney, or the subject's attorney authorized in writing by the subject;

If the subject, after appropriate review, believes that the records are incorrect or incomplete in any way, he/she may request an examination and correction of the records by the agency responsible for the records;

Should it be determined as a result of the challenge that the criminal history information is inaccurate, incomplete, or improperly maintained, that information shall be appropriately corrected;

Immediately thereafter, the agency responsible for the records shall notify every agency or person known to have received this information within the previous one-year period and provide them with corrected information;

A person whose record has been corrected shall be entitled to ascertain the names of those agencies or individuals known to have received the previously incorrect criminal history information; and

The right of a person to review his/her criminal history record shall not be used by a prospective employer or others as a means to circumvent procedures or fees for the accessing of records for non-criminal justice purposes.

All reports obtained under these regulations are confidential and are restricted to the exclusive use of the Arkansas Crime Information Center, the Bureau, the licensing agency and the person who is the subject of the report. The information contained in reports shall not be released or otherwise disclosed to any other person or agency except by court order and are specifically exempt from disclosure under the Arkansas Freedom of Information Act (A.C.A. 25-19-101, et seq.), except that the Department of Human Services/Offices of Long Term Care is authorized and directed to furnish "determinations" to long term care facilities.

Note: Act 1109 of the 1993 (Ark. Code Ann. § 12-12-1013) states that criminal history information may be provided to the subject, the subject's attorney or other designee authorized in writing by the subject.

## **CURRENT STUDENT INFORMATION**

A BHSLR student is required to keep his or her school informed in writing of changes in name, address, telephone, e-mail, beeper numbers, vehicle license number and names of individuals for emergency contacts. A copy of the student Social Security card must be submitted to the BHSLR Registrar in order to make a name change. The schools are not responsible for missed communications due to outdated information.

**Process:** Obtain Administrative Service Request form from the forms rack in suite 1004. Submit completed form to respective school or Registrar via Student Service Specialist in suite 1004.

The school is not responsible for mailed official action communications claimed not to be received by the applicant, student, non-graduate, graduate or by any recipient as requested by the individual.

## **DIPLOMAS/CERTIFICATES**

A diploma or certificate is awarded to a candidate for graduation upon completion of all requirements for graduation.

BAPTIST HEALTH Little Rock Schools reserves the right to void the diploma or certificate awarded upon discovery of verified credible information that the graduate applied to school, and withheld information, falsified information or completed requirements for commencement and graduation under false pretenses. The school transcript shall reflect the action. Upon discovery of a student who has graduated under false pretences, the allegations are investigated. If the investigation proves the allegations to be true, graduate status will be removed. The registrar must be notified of the decision and the change of status changed in the permanent record.

## **DISPOSAL OF PERSONAL PROPERTY**

Items found on school property and not claimed by owner are sold according to an established process; the proceeds from the sales are used for the BHSLR Student Emergency Fund managed by the counselor.

## **DISASTER PLAN**

Upon notification of disaster during regular school hours, employees and students are on standby to provide emergency assistance to BH facilities. The disaster plan was created to assure the greatest survival potential of the population affected during an occurrence of a destructive event such as an earthquake, tornado, flood, high winds, explosion, collision and/or crash, military action, riots, fire, bio-terrorism attack or epidemic. The plan shall go into effect when the determination has been made that expected admissions will require medical resources beyond those maintained for normal capacity operation due to physical destruction and/or social disruption of BH or its surrounding community.

**"YELLOW ALERT"**: When initial information can be substantiated and there is indication the hospital may become involved in receiving casualties. Students should become aware that there is the possibility of an impending "Red Alert" but should continue their normal routine.

**"RED ALERT"**: When establishment has been made that a BH hospital will receive victims. Students are to follow the directions by their respective school assistant director, program director, coordinator or faculty.

## **DRESS CODE**

General purposes of the BHSLR dress codes are to reflect a highly visible positive image which, in turn, reflects a school with high standards. It is important for students, as a whole, to reflect a positive image for themselves and the school and demonstrate respect for the faculty, guest speakers, classmates, visitors, patients, staff and BAPTIST HEALTH. Dress code compliance reflects exemplification of BH culture, values and code of ethical conduct. Students must dress and maintain a personal appearance that is appropriate, normal and customary for their gender. The following dress codes apply to accomplish these purposes. In addition, refer to respective school specific dress code for additional information specific to the respective school. Campus and classroom dress code applies anytime a student is on a BHSLR campus, attending class or doing business as a student.

### **Campus and Classroom**

1. Faculty are accountable for student dress code enforcement in compliance with the current policy including judgment for appropriateness and acceptability. Students are expected to behave in a manner while in uniform that reflects positively on the school, the profession and student body. Corrective action will be taken for non-compliance.
2. Identification badge: The student's individual identification badge must be worn. It is to be worn near the upper left shoulder area with the picture facing out. Decorative stickers, pins or any other attachments may not be worn on the badge or uniform.
3. Attire is neat, clean, in good condition and appropriate for environment and activity.

4. Buttons, pins, badges, ribbons or other items indicating support of a particular campaign, organization or cause are not worn; an exception must be first approved by the BH Senior Leadership Team.
5. Shoes are worn at all times.
6. Undergarments, including bras for females, are worn at all times. Colored or decorative undergarments are not worn with light colored clothing.
7. Hair is neat, clean, of style and color appropriate for professional student appearance.
8. Attire not acceptable includes, but is not limited to: shorts, mini-skirts or dresses shorter than two (2) inches above the knee; bare midriff styles; halter tops; T-shirts with unacceptable designs and slogans; tank tops; spaghetti straps; low cut or off shoulder styles; caps; turbans; head scarves; hats; or sunglasses worn in the classroom and jeans or pants with holes in the fabric.
9. A student may be temporarily suspended from campus, a learning experience or school activity, by faculty and/or administration, if not in compliance with the campus dress code. Repeated noncompliance shall result in further disciplinary action. If such suspension results in a student need for course work make-up, all make-up fees will be applicable and due in full. Repeated noncompliance will result in further disciplinary action by the school.
10. Tattoos that are easily visible shall be covered.
11. Visible skin ornaments/jewelry and so forth including, but not limited to, mouth or nose are not worn; the exception being, one earring in each ear.

### **Clinical Laboratory**

Faculty are accountable for ensuring student compliance with clinical laboratory dress code, as identified in school specific Student Handbook of enrollment, and shall not allow any deviation.

### **Commencement Ceremony and Events**

The school and class image is enhanced by student attire during official ceremonies, special events and activities. Faculty provides specifications for student's attire prior to those times.

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Candidates for graduation comply with the following commencement dress code. This includes school specific gown with appropriate tassel color of the profession. Specific guidelines regarding attire under the gown, jewelry and shoes are made available two (2) weeks prior to commencement rehearsal by the commencement coordinator.

### **DRUG SCREEN PROGRAM**

Enrolled students are included in the Student Random Drug Screen Program. The purpose of the program is to provide a drug-free environment for patients, employees and students. Some contracting clinical facilities require a drug screen prior to clinical practice in their clinical facilities. In those situations, the associated expense is paid by the school.

Student refusal to submit for screening test(s) is considered insubordination and also as a "positive" screen and grounds for immediate dismissal. A positive screening or a specimen submitted for screening that has been determined to be altered by the student shall result in administrative dismissal.

## **ELEVATORS AT BAPTIST HEALTH MEDICAL CENTER(S)**

Students are expected to utilize elevators number one (1) through six (6). Students are encouraged to utilize the stairs when going up only one flight or down only two (2) flights.

## **ELECTRONIC MAIL**

BHSLR provides student e-mail services for all enrolled students. BHSLR e-mail is the official means of electronic communication with students. Important school related information will be sent to individual e-mail accounts. Students are responsible for regularly reading e-mail messages.

Although BHSLR does not regularly monitor student e-mail we reserve the right to review e-mail for appropriate usage and behavior. BHSLR reserves the right to deny e-mail service to any student at any time. E-mail correspondence is not a secure confidential means of communication and at no time may a student send confidential patient, student or employee information via e-mail. In the use of the e-mail services, a student's behavior and actions must comply with the Baptist Health Code of Ethical Conduct.

The student e-mail service should not be used to send rude, obscene, harassing, or illegal material or any material that in any way conflicts with state or federal law.

Students may not use the student e-mail service to threaten or harass any person. A user must cease sending e-mail messages if the aggrieved user makes a reasonable request for such cessation.

## **EMPLOYMENT: STUDENT**

Most curricula in BHSLR programs of study are designed for full-time study and forty (40) hours per week. The usual ratio of classroom hour: study hour is 1:3. Some courses have an even higher ratio of 1:4. Thus, the student must realize that each hour of employment work is a study hour not fulfilled. Students are strongly encouraged not to work while in full-time enrollment. To do so usually places the student at academic risk and problems may develop at some point during their studies. A student who is an employee with BAPTIST HEALTH and is terminated or suspended may also be terminated or suspended by the school and vice versa. Compensation will not be given to any student during any school activities and a student employed at a facility where clinical occurs may not receive compensation while in the student role.

Students must be prepared for clinical rotations for evening, night, holidays, and weekend hours. This reality often conflicts with employment responsibilities. In addition, students enrolled in full-time study need adequate time for physical and mental rest, study, relaxation and social activities.

## **EMPLOYMENT IN BAPTIST HEALTH**

Students seeking employment within BH may contact the Employment Office in the hospital of choice or the director of the department preferred for work. Vacancies within BH are posted on the bulletin board at the door of the Learning Resource Center and are listed online at [www.baptist-health.org](http://www.baptist-health.org). BAPTIST HEALTH Job Application may be made online at [www.baptist-health.org](http://www.baptist-health.org).

## **EMPLOYMENT OUTSIDE BAPTIST HEALTH**

Students may be employed in jobs internal and external to BH provided the work hours do not conflict with classroom or clinical laboratory requirements. The place of employment should not cause an unacceptable reflection on the school or BH.

## **EMPLOYMENT ASSISTANCE**

Services are available to students at the counseling center located in room 1400 of BAPTIST HEALTH Support

Center. The schools placement assistance at BHSC maintains a list of potential job opportunities, both part-time and full-time vacancies. In addition, students, graduates and recent graduates may apply before graduation. BHSLR cannot guarantee employment within a graduate's chosen profession.

### **ENROLLMENT IN NON-REQUIRED COURSES**

A student aspiring to enroll in non-required courses must receive written approval from the respective BHSLR Program Director or respective Coordinator.

**Process:** Submit written request to the respective BHSLR school Program Director, Coordinator or designee.  
The respective Program Director or Coordinator shall communicate in writing to the student the decision regarding the request. If the request is granted it is forwarded the registrar. A copy of the written communication is filed in the student's academic file.

### **FACULTY EXPECTATIONS**

As a student progresses through the respective program of studies in a BHSLR program, the following behaviors that reflect professional development are expected:

**ATTENTION:** Listen carefully and ask questions at appropriate times.

**AWARENESS OF THE PATIENT:** The care and the interest of the patient take precedence over everything else. Speed, efficiency, safety, accuracy, attention to detail and ethical behavior are essential to proper patient care.

**DESIRE TO LEARN:** Instructors are ready to assist student in the clinical education in every way possible. It is up to the student to demonstrate the desire and drive to learn and succeed.

**MATURITY:** A career in healthcare is one that involves personal commitment to the patient, physician, profession and employer. The program of studies is a very short time. Not only must the student learn, but must also develop skills for the career chosen and at the same time become a healthcare professional.

**RESPONSIBILITY:** Assume responsibility for own work. Ask for help if not sure about a skill, task or procedure; however, attempt to demonstrate ability to perform own work but never at risk of patient safety.

**TEAMWORK:** Students are members of the BHSLR team. Every task performed, regardless of how trivial it may seem, has a direct bearing on the quality and quantity of work produced in the patient care settings and hospital departments. Volunteering to assist other students, teammates and professionals is encouraged.

### **FALSIFICATION OF INFORMATION**

Falsification of information provided on Application for Selection to enter a BHSLR school is cause for either denial of entry or immediate dismissal, if already enrolled, on leave of absence, or on suspension. Falsification of information is defined as: omitting, providing misleading, fabricating, or any other behavior designed to mislead or deceive the school by the applicant or student including, but not limited to, written, verbal and non-verbal communication. All future application(s) from the individual shall not be considered by a BHSLR school for selection to enter. The Program Director, Coordinator or designee investigates cases of suspected falsification of information and if verified, appropriate action shall be either denial or entry or dismissal from enrollment.

### **FINANCE**

Each student fulfills all school related financial obligations in order to benefit from the program of study. Fulfilling financial obligations qualifies the student to receive course examination grades, continue study in a course, and receive administrative services including release of transcripts.

A student having an outstanding financial balance neither receives examination (test) grades, course grades, course credit, nor are they allowed to enroll in additional courses. Financial suspension may occur as deemed appropriate and notified by the bookkeeper.

### **Auditing Expense**

An individual or enrolled student may audit courses as approved by either the respective selection committee or the respective Coordinator. Audit of university course(s) are approved by the respective institution's teaching faculty. Neither credit nor a final grade is given for courses audited. Audit expenses for all BHSLR courses include 100% of the cost of associated tuition and fees. BAPTIST HEALTH schools' courses:

### **BAPTIST HEALTH Senior Assistance**

The BAPTIST HEALTH Senior Assistance may be available to qualifying students on a year to year basis. Information may be obtained from nursing recruitment office at BAPTIST HEALTH Medical Center-LR, on the Mezzanine Floor, Little Rock, Arkansas 1-501-202-2475.

### **Checks: Student Personal**

BAPTIST HEALTH Schools Little Rock (BHSLR) students may fulfill financial obligations by payment with a personal check.

#### **Process:**

The Business Office does not cash checks of any kind.

A \$20.00 fee is charged for each returned personal check.

If the school incurs expense, because a student's check was returned, those associated expenses are also added to the student's financial account.

Personal checks will not be accepted from anyone who has had two (2) returned checks for insufficient funds.

Nonpayment of a returned personal check results in the loss of check writing privileges, non-issuance of transcript(s), suspension from class attendance and may lead to administrative suspension from school and, ultimately, referral for collection by an agency or legal action.

### **Cost of the Program**

Total cost of the respective program is published on the respective schools Cost Plan located in the program information area at <http://www.bhslr.edu>. The cost is subject to change pending variations in expenses associated with overall operation of the school, without notice. The Cost Plan is enclosed in the Information Packet available on inquiry.

### **Discounts**

Student receives same discount as an employee on purchases made in the BH Medical Towers Drug Store and at some BH cafeterias. Discounts do not apply toward the purchase of books, course required equipment and materials,

sale items, food items, magazines or purchases of less than one (1) dollar. Wearing of individual student ID Badge, according to dress code guidelines, is required to receive discounts. Cafeteria discounts are at the discretion of each BH respective hospital and other clinical facilities.

### **Student Financial Account**

An individual anticipating registration and enrollment in a BAPTIST HEALTH Schools Little Rock (BHSLR) program must be prepared to pay financial obligations to the school, in full, or submit arrangement for a payment plan through Nelnet. Failure to do so will jeopardize continued enrollment and will result in Financial Suspension. A student under Financial Suspension is prohibited from attending all learning experiences and school activities.

Upon registration, an applicant/student is expected to make arrangement for payment of financial obligation. Students must not have outstanding financial obligations to Baptist Health or BHSLR in order to register for successive semesters. Students using third party payers must provide proof of funding such as a signed Individual Training Account (ITA) form from Workforce Investment Act (WIA) or an award letter from BAPTIST HEALTH or other applicable Institution providing payment.

Cash, personal checks, money orders, or credit cards are accepted for full payments. Full payment may also be made through Nelnet at no additional charge.

Student/applicant must pay in full or make payment arrangements through Nelnet by the last published payment date or they will be assessed a late fee of \$100.00. If the student does not make payment arrangements within three days of the first day of class, counting the first day, the student will be placed on Financial Suspension.

Applicable payments are applied to the student account in the following order: BH Student Loan, BH Foundation scholarships, any tuition specific third party funding, grants, then other loans.

An individual in “good financial standing” with the Business Office is current in all payments on all BH financial accounts and has provided any requested documentation. Good financial standing from the Business Office is a component of Good Standing in a respective program of study.

Individuals in good financial standing may request BHSLR transcript(s) and a respective program Letter of Good Standing. A Letter of Good Standing request is processed through the Business Office and released from the Registrar if the individual has met the respective programs definition of “Good Standing”.

### **Nelnet Payment Plan**

Student participating in Nelnet for payment to school is required to be in full compliance with the vendor’s policies and requirements. This includes but is not limited to the requirement that the responsible party be a signer on the credit card or bank account that is used for automatic withdrawal.

The Business Office has the authority to increase or decrease payments based on student's balance. The individual paying the account will be notified by Nelnet via e-mail of this adjustment.

Student enrolled in the Nelnet program will be subject to all policies of BHSLR related to payment of financial obligations. Should a student Nelnet account be put on hold or terminated for any reason, the student will have 5 business days from the date of official notification of their account status, to either reinstate the Nelnet payments or pay their account balance in full. If the student does not meet this obligation within the 5 business days allowed, financial suspension will occur from all school activities on the sixth business day. If the situation persists, the student will be Administratively Withdrawn at 5:00pm on the tenth business day and must apply for reentry if eligible.

For example: A student Nelnet account is put on hold on Monday, August 1<sup>st</sup>. If no arrangement has been made the student will be placed on Financial Suspension the following Monday, August 8<sup>th</sup>. If no

arrangement has been made by 5:00pm Monday, August 15<sup>th</sup>, the student will be Administratively Withdrawn.

Should an insufficient fund situation occur, a second attempt at redrafting the payment will be made on the 20<sup>th</sup> of the month. Should the second attempt fail, financial suspension will occur and the Nelnet agreement is placed on hold. For the second unsuccessful attempt the Business Office will add a \$20.00 fee to the student's account. All Nelnet late charges will also apply.

### **Change of Track/Program**

Any student who chooses to change from their current program of study or track within a program, to another track or program within BHSLR will remain responsible for any account balance remaining after any applicable refund policy is applied.

In moving to the new track/program, the student will be charged the same amount as other students in the track/program in the respective level. Any additional courses and/or fees in excess of the amount taken by the other students enrolled will be charged to the student. These charges will be calculated by the Business Office and discussed with the student before enrollment in the new track/program. The additional cost per credit hour will be determined by dividing the tuition for the new track/program by 12 or the actual number of credit hours if below 12.

The student will sign a new Enrollment Agreement which will outline the new course of study, any additional courses and the related additional tuition and fees. In addition, the Enrollment Agreement will also contain any additional or probationary terms which apply to the student's new enrollment.

### **Delinquent Accounts**

1. All BHSLR student/graduate services, including final grades, will be withheld from individuals who are not in good financial standing.
2. Any application submitted by an individual that is not in good financial standing will not be eligible for consideration.
3. An individual not currently enrolled with an outstanding balance will be referred to BH accounting for collection. The balance of the account will be transferred to accounting.
4. Once individual accounts are referred to a collection agency, all actions related to the financial account will be handled through the collection agency.
5. An individual, with a delinquent account, requesting BHSLR student/graduate services, including but not limited to transcript requests, must be participating in an approved payment plan as outlined by BH accounting.

Accounts which have been referred to a collection agency must be paid in full before the individual can receive student/graduate services, including but not limited to transcripts.

6. Student is allowed two (2) financial suspensions per respective academic year. If a condition occurs which would result in a third suspension, the student will be required to pay the balance in full within five business days or student will be administratively withdrawn.

### **Write-off of Balances and Exceptions to Policy Approved Rates**

1. Balances below \$50.00 will be written – off.
2. Any student who is required to report for active duty in any branch of the military will have their charges forgiven for any course in which they are currently enrolled. Any balance which resulted from courses in which the individual is not currently enrolled will remain on the account. However, the account may be placed on hold until the end of the deployment. The student will remain responsible for any balances created by funds returned to Department of Education.
3. All student accounts will be debited and/or credited according to policy and approved rates. Any request for deviation from policy or approved rates will be initiated by the Business Office Coordinator and approved by the Dean of Administration. Any approved deviation must be accompanied by appropriate documentation. Any unauthorized deviation will be immediately brought to the attention of the Dean of Administration and investigated as necessary.
4. Account write-offs will be initiated by the Business Office Coordinator, authorized by the Dean of Administration and performed by the Dean of Administration Secretary.

### **Student Financial Aid**

The BHSLR Financial Aid Office offers a comprehensive program to assist students in meeting educational expenses. Qualified students are eligible to receive assistance through the following programs: Federal Pell Grants, Federal Stafford Loans, BHSLR Foundation Scholarships, Arkansas Academic Challenge\* Arkansas Workforce Improvement Grant\*, and Veteran’s Education Benefits, Workforce Investment Act, and Arkansas Rehabilitation Service. Interested applicants should visit the financial aid portion of our BHSLR website at [www.bhslr.edu](http://www.bhslr.edu) for a comprehensive listing of aid available. *\*State aid programs are limited to students in the RN program.*

To apply for federal financial aid, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The BHSLR Title IV school code is 031052. Early application submission is strongly encouraged.

Students enrolled in the following programs will receive financial aid through the BHSLR Financial Aid Office: Practical Nursing, Registered Nursing, Surgical Technology, Sleep Technology, Histotechnology, Radiography Certificate, Medical Technology Certificate, and Nuclear Medicine Technology Certificate.

Students who are enrolled as pre professionals in the RN Traditional Track are concurrently enrolled at PTC will receive all aid through the BHSLR Financial Aid Office.

Several of our Allied Health programs partner with affiliating colleges and universities. Check the following chart to determine where your financial aid funding will be processed and disbursed. All inquiries regarding financial aid should be directed to the appropriate office.

DEGREE PROGRAM	PARTNER	WEBSITE	PHONE
Medical Technology*	ATU	<a href="http://www.atu.edu">www.atu.edu</a>	479-968-0399
	Harding University	<a href="http://www.harding.edu">www.harding.edu</a>	501-279-4257
	Henderson State	<a href="http://www.hsu.edu">www.hsu.edu</a>	870-230-5148
	Ouachita Baptist	<a href="http://www.obu.edu">www.obu.edu</a>	870-245-5570
	UCA	<a href="http://www.uca.edu">www.uca.edu</a>	501-450-3140
	Louisiana Tech University	<a href="http://www.latech.edu">www.latech.edu</a>	318-257-2641
	Missouri Southern State University	<a href="http://www.mssu.edu">www.mssu.edu</a>	866-818-6778
Nuclear Medicine*	UCA	<a href="http://www.uca.edu">www.uca.edu</a>	501-450-3140
Radiography*	UCA	<a href="http://www.uca.edu">www.uca.edu</a>	501-450-3140
Occupational Therapy Assistant*	PTC	<a href="http://www.pulaskitech.edu">www.pulaskitech.edu</a>	501-812-2289

\* All degree seeking students should check with their respective affiliated college or university.

Federal regulations dictate that a student who withdraws after receiving any federal financial aid may owe a repayment of funds. The amount of repayment is calculated based on the length of time a student was enrolled for the term. Students who owe a repayment will be contacted in writing by the BHSLR Financial Aid office.

For additional information contact: Dixie Shearer, Financial Aid Advisor at [dixie.shearer@baptist-health.org](mailto:dixie.shearer@baptist-health.org) or 501-202-7457.

### Registration

The registration policies provide direction to students for registering for their respective school courses. An eligible student registers for course(s) according to their individualized educational plan, and in the respective program of study. An unpaid financial balance results in the student not being cleared to register or attend class, receive school services, progress to next course or to a higher level of learning in the program, to graduate or be issued an official transcript.

### Enrollment for Current Students

Registration for currently enrolled students for their next semester of study will be scheduled by the Registrar's office in coordination with their specific program directors or coordinators at the end of each semester.

Financial arrangements must be made with the Business Office before registration is complete.

### Financial Refund

A student who officially withdraws or is withdrawn from BAPTIST HEALTH Schools Little Rock is eligible for a financial refund as follows:

**Process:** The refund schedule is based on the **official date of withdrawal** (voluntary or administrative) of a student. The official date of withdrawal is defined as:

The student's date of last documented attendance at any BHSLR scheduled learning activity (classroom, skills laboratory, computer laboratory, clinical laboratory, etc.)

**REFUND METHODOLOGY FOR ALLIED HEALTH STUDENTS:**

(Allied Health Refund Methodology applies only to the schools licensed by the Arkansas Board of Private Career Education. All other programs fall under the Nursing Refund Methodology)

If the official date of withdrawal falls:

- Between 0 and 25% of the semester duration the refund is calculated on a pro rata basis.
- Between 25 and 50% of the semester duration.....50%
- Between 50 and 75% of the semester duration.....25%
- Between 75 and 100% of the semester duration.....0%

**REFUND METHODOLOGY FOR NURSING STUDENTS:**

If the official date of withdrawal falls:

- Before the end of the fifth business day in a semester..... 100%
- After the fifth, but before the end of the tenth business day in a semester .....50%
- After the tenth business day in a semester.....0%

With the exception of the \$100 registration fee, all tuition and fees payable to BHSLR will be eligible for refund according to the above schedule. Tuition, fees, and expenses collected by outside and/or partnering institutions and vendors will be refunded according to the policy of that institution and/or vendor. Examples of such expenses are textbooks, uniforms, Pulaski Technical College tuition and fees, etc.

Refunds are calculated based on the official date of withdrawal. A student must initiate withdrawal from the program by submitting a Student Administrative Service Request Form before a refund will be processed. Student Administrative Service Request Forms are located outside the office of 1004. Upon withdrawal, any credit balance resulting from Baptist Health Foundation funds will be returned to the scholarship fund account. The amount returned will not exceed the original amount of the scholarship.

Tuition and fee refunds are made within 30 days of withdrawal and after all outstanding balances to the school and supporting institutions are paid.

Title IV funds (Federal PELL and Stafford Loans) are earned in direct proportion to the length of time a student remains enrolled. If a student receiving Title IV funds discontinues study, for any reason, during the first sixty (60) percent of an academic semester, aid must be repaid by the student to BHSLR and/or the US Department of Education. Any repayment of aid as a result of a Return to Title IV calculation will be applied to the student account prior to tuition/fee refund.

Class days start on the date(s) delineated on the BAPTIST HEALTH Schools Little Rock semester calendars and academic program calendars.

If a student is enrolled in the Nelnet payment plan and discontinues study at a time in which the student still carries a balance; the student remains financially obligated to pay the balance.

**Fines**

Campus appearance, facility cleanliness and operating learning equipment are important to the school's image of excellence. It is each student's responsibility to share in maintaining this image: keep parking area free of trash; parking lot, student activity center tables cleared after use; classrooms free of trash; using learning equipment appropriately; and driving at speed limit reflected on signs. Campus security monitors campus and deems fine appropriateness.

1. A student observed disregarding the above described responsibilities may be fined for the following non-inclusive behaviors:

throwing trash, or waste on parking lot,	\$10.00
discarding tobacco waste on sidewalk and entrances,	\$10.00
leaving table in student activity center with trash and clutter,	\$10.00
leaving trash and clutter in classrooms, or	\$10.00
driving in noncompliance with speed limits.	\$40.00

2. Damage to or loss of equipment, exclusive of "normal use requires restitution of full cost for repair, parts or replacement.
3. The Dean of Administration or designee assesses damage for restitution in situations where damage has occurred to facilities, equipment, furnishings or campus.
4. Student fines are placed on the Student Account and are to be paid within thirty (30) school days after notice. Payment may be made to the Business Office between the hours of 7:30 AM and 4:00 PM Monday-Friday.

Fines not paid within thirty (30) school days are considered delinquent and transferred to BAPTIST HEALTH accounting for final collection.

### **Student Financial Responsibility**

The student is expected to make payment arrangements through Efollet or pay in full at the time of registration, for all direct costs associated with enrollment in a BHSLR program of study. Students with unpaid balances shall not be permitted to continue to attend scheduled or non-scheduled classroom or clinical learning activities, attend test review sessions, or receive grades for examinations and other course work. In addition, a status of financial suspension may be bestowed by the bookkeeper until the matter is settled. If the matter is not resolved within the limits and time frame set forth by the bookkeeper, financial dismissal will be recommended to the Dean of Administration and respective Coordinator. The action will be recorded on the school transcript as Administrative Withdrawal (WX).

### **Student Organization Bank Accounts**

BHSLR will provide a savings and checking account for each student organization that is officially sponsored By BHSLR. The organization bank accounts are managed according to BHSLR policy.

### **Textbooks**

Students are expected to purchase the designated textbooks for each required course in the professional curriculum of study prior to the scheduled start date of the course. Expenses associated with purchase of textbooks are the responsibility of the student and are not covered in BHSLR tuition and fees. Required textbooks are identified on the respective course syllabus and may be purchased through E follett at <http://www.baptist-health.bkstr.com/>

## **FIRE: "DR. RED STAT"**

Effective and operative fire prevention equipment and alarm systems are essential for protection of life and property. Tampering with and misuse or destruction of such equipment and alarm systems are considered to be vandalism and are subject to and punishable to the full extent of the law. Offenders shall be strongly disciplined.

Evacuation of the BHSLR Support Center in Little Rock is accomplished through the use of the nearest exit when fire alarms sound or the "Doctor Red Stat" alert is announced.

West Exit:	Proceed to rock retainer wall, turn right, and go to the Northeast corner of parking lot.
North Exit:	Proceed to farthest boundary of North parking lot.
South Exit:	Proceed to farthest boundary of South parking lot.

## **FIRE EMERGENCY PROCEDURES**

1. Dial "88" to report a fire to the BAPTIST HEALTH Medical Center - LR (BHMC - LR) operator and give location of fire at the BAPTIST HEALTH Support Center (BHSC),
2. Pull the nearest fire alarm in the building,
3. The BHMC - LR operator announces a "Dr. Red Stat," gives the location at BHSC and notifies the Little Rock Fire Department,
4. Faculty, administrative staff and security officers are in charge and responsible for directing student evacuation from the building to designated areas,
5. Faculty, administrative staff and security officers close doors before leaving offices and classrooms,
6. Everyone quietly exits building and proceeds to designated area indicated under EVACUATION, and
7. No individual returns to building for any reason until "All Clear" signal is given.

## **FITNESS CENTER**

Students as well as employees are eligible to join the BH Fitness Center. A membership fee is charged per month and paid in two month increments. Membership fee is to be paid in cash. Call the fitness coordinator, 501-202-7628.

## **GIFT ACCEPTANCE**

Students are required to comply with the same BH gift acceptance policy, as employees. Students enrolled in BHSLR must not accept gifts from patients or family members. In situations where patients and/or their families wish to express gratitude with gifts, money and so forth, the student is required to decline the offer, and report the incident to the clinical instructor.

## **GRADUATED CLASS: BUSINESS MATTERS**

After a class graduates, the school or its alumni association may become involved in business matters on behalf of the class either by making financial decisions, coordinating reunions, mailings or policy development. Therefore, the following policies are in force:

An enrolled or graduated class is responsible for all outstanding financial obligations legally incurred on behalf of a respective class or by the class officers. The School, or BH neither assumes nor accepts any legal or any financial responsibility for enrolled or graduated classes business matters.

The Dean of Nursing or designee of BHSLR may act on behalf of a graduated class in some situations, in the event that matters of business emerge. Financial obligations and legal aspects, incurred by a respective class, shall be conducted only by the class and the elected officers serving at the time the class graduated.

## **GRADUATION AND COMMENCEMENT CEREMONIES**

A senior student fulfills requirements for commencement as defined by the respective school. Graduation is not always simultaneous with the Commencement Ceremony. Upon fulfillment of graduation requirements, the candidate is then granted official graduate status with the awarding of school diploma/certificate and pin (if applicable to the respective school of enrollment) and name inclusion on the official list of school graduates and alumni.

### **Graduation: General Requirements**

If applicable, settle all financial obligations to the school, BH, Arkansas Technical University (ATU), Harding University (HU), Pulaski Technical College (PTC), Quachita Baptist University (OBU), University of Central Arkansas (UCA) and Louisiana Tech according to those respective institutions' policies:

Complete BHSLR student/graduate clearance process and receive final clearance approval to graduate;

Provide evidence of first employment placement if contracted in the loan; evidence consists of a "Job Interview Log" reflecting position offer and acceptance;

Complete requirements as identified in school specific Student Handbook of enrollment.

## **HEALTH SERVICES**

Students are responsible and accountable for the safety of patients and public in accordance with BH and BHSLR policies. Students accept responsibility for personal health coverage and all related expenses.

### **Health Insurance**

All students are strongly recommended to have personal health insurance while enrolled as a student at BHSLR. Many affordable options exist for students. For information on some of the options, please visit the following websites or contact Student Services.

[www.ACSA.com](http://www.ACSA.com)

[www.arkbluecross.com](http://www.arkbluecross.com)

If a student needs medical treatment during an educational experience, the student is responsible for any expenses related to the treatment. BHMC-LR Occupational Health in BHRI will provide the initial treatment for a student with a needle stick. Any additional medical treatment needed by a student will be at the student's expense. BHSLR may require a medical clearance from a student after an injury to attend learning experiences.

All students are strongly recommended to have personal liability insurance while enrolled as a student at BHSLR. Many affordable options exist for students. For information on some of the options, please visit the following websites.

[www.hpsa.com](http://www.hpsa.com)

[www.nso.com](http://www.nso.com)

[www.americanprofessional.com](http://www.americanprofessional.com)

### **Health Services**

Student may contact Autumn Road Clinic for appointment. The first office visit for evaluation is covered by contract between BHSLR and the clinic. Student is responsible for payment of follow up visits and expenses beyond primary care assessment.

School provides access to the following Health Services free of charge:

Influenza vaccination annually, as available

Cost of "first testing" for Random Urine Screen

### **Communicable Diseases**

BHSLR does not discriminate and adheres to regulations outlined in Rehabilitation ACT of 1973 and the Americans with Disabilities Act of 1991.

Student suspected of having a communicable disease may be required as a condition of continued enrollment, to undergo, when requested by school officials, any test used to diagnose, detect or monitor the disease(s), with the cost of the test(s) borne by the student.

#### **Process:**

Student provides written request to physician or laboratory conducting the test to release results to the Program Director.

A student diagnosed with one or more communicable diseases is managed and treated as all other students in the school with the disease(s) or condition(s).

To protect students, faculty, staff, patients, healthcare team and the public from disease, students and faculty are responsible and accountable for the safety for patients and the public.

Report information to the Dean that indicates a student situation related to the disease(s) or condition(s) - AIDS, HIV Positive, ARC, TB or Hepatitis B.

School officials exercise discretion and make judgment to act when evidence or information exists that indicates a student has AIDS, HIV Positive, ARC, TB or Hepatitis B. A student who cannot meet course objectives may be Administratively Withdrawn.

In order to protect the individual's privacy rights, the student circumstances are managed confidentially throughout investigation, intervention and resolution. The student involved is confidentially referred for appropriate evaluation and follow-through care.

Student refusal to care for patients with a communicable disease, such as HIV and TB is not an option and shall not be accepted by faculty.

The school does not provide the following student health services:

payment for laboratory test or other diagnostic testing,

payment for emergency room services, surgery, outpatient services, private and consulting physician fees or hospitalization,

emergency transport such as, but not limited to, ambulance or helicopter, the student's permission to summon such, when possible, is sought before the action is taken,

recuperative supplies and equipment, and

monitoring random drug screen.

A student who becomes ill or injured during a scheduled learning experience is assessed by a faculty member and receives assistance according to routine or emergency processes.

A student absent from a learning experience due to an emergency incident or illness provides written clearance from a physician and in some cases from BH nurse prior to resumption of study.

If student receives a puncture wound such as a "needle stick/prick" while in the clinical area, the assigned faculty member or preceptor is informed and in turn contacts the appropriate assistant director, program director or coordinator for direction. An established policy and process shall be initiated and followed.

### **HIPAA**

Students are educated on entry regarding compliance with the Health Insurance Portability and Accountability Act.

### **HOLIDAYS/BREAKS/VACATION**

BHSLR observes the following seven (7) holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, and Christmas Day. Number and length of scheduled breaks/vacation time, vary among the schools: see specific school for additional information.

### **BAPTIST HEALTH HOSPITAL CODES**

<b>Code</b>	<b>Definition</b>
"DOCTOR RED STAT"	A fire alarm has been activated or knowledge (with location) has been obtained of a fire in the hospital.
"STAT 13"	Calling for assistance from all available (with location) males in an emergency situation
"CODE 13"	Paging security force for an emergency via (with location) radio only, not over the PA System.
"CODE BLUE"	Designated members of an emergency team will (with location) respond to assist a patient having cardiac arrest.
"CODE ADAM"	A child has been abducted from hospital property.

### **IDENTIFICATION (ID) BADGE**

Each BHSLR student is identified by a student identification badge, (I.D. Badge), worn at all times, in the upper left shoulder area with photo, name and title visible. The ID badge provides a means of identification and rights of passages. The following rules apply:

**Process :** Student receives a photo identification (I.D.) badge, free of charge, on first entry to school.

Student wears BHSLR identification badge at all times while on campus and in clinical laboratory.

Identification badge is required to receive a school services. Student wearing own ID badge receives clearance to enter a school classroom for learning, taking an examination (test) or national standardized examination.

Student who is not wearing ID badge shall be directed to either retrieve own badge, obtain a new badge and pay the required fee or obtain a temporary identification badge (TIB). Student may present personal driver's license to enter a classroom to take an "examination" for only one (1) time. After that examination, the student must then obtain a TIB.

Replacement badges will be available for a fee.

### **IDENTIFICATION (ID) BADGE: TEMPORARY**

Student may obtain a temporary identification badge, valid for one day, for purposes of attending class.

**Process:** Student requests use of BHSLR temporary identification badge from school receptionist during business hours, Monday through Friday 7:15 AM - 5:00 PM.

Temporary Identification Badge must be returned by the end of the same day or a \$10.00 fee will be charged.

Repeated use of temporary badge without written authorization from Program Director will result in corrective action.

### **IMMUNIZATIONS AND TUBERCULIN (TB) TESTING**

Student provides documentation of current Tuberculin skin tests and required immunizations at time of enrollment. Immunizations and testing must remain current throughout enrollment. Failure to provide proof of current immunizations and testing will result in suspension from campus and school activities.

#### **Immunizations**

Required immunizations are: measles, mumps, rubella (MMR), diphtheria, tetanus and polio. Upon entry students who will have patient contact must start the Hepatitis B series or sign a waiver. Students born before January 1, 1957 are required to provide proof of one MMR; individuals born after January 1, 1957 must provide proof of two MMR's. In the event that an individual has a titer for MMR, they must have prior approval through Arkansas Department of Health by making application for exemption and submitting documentation to the school.

#### **Tuberculin (TB) Testing**

Initial applicants must have a TB Test dated within 30 days of registration and provide documentation. If this is the first TB test for the applicant, they must provide documentation of two separate tests per Centers for Disease Control recommendations.

Student or applicant with positive Tuberculin Skin Test is referred to Arkansas Department of Health or private physician for follow through care.

### **INCLEMENT WEATHER**

Classroom and clinical learning experiences may be cancelled during inclement weather or an inclement weather delay may be declared. BAPTIST HEALTH Schools Little Rock (BHSLR ) may act in concert with the Pulaski Technical College (PTC) in campus closings due to inclement weather.

## DEFINITIONS

Campus Closed: classes and clinical learning experiences are cancelled; both students and BHSLR employees are not expected to report for class or work.

Inclement Weather Delay: no class or clinical learning experience will begin before 8:00 am.

**Process:** The Assistant Vice President of BAPTIST HEALTH education will confer with appropriate individuals concerning the closing of the campus and will notify the TV news stations as soon as possible.

In the event a closed campus has been declared, students are not expected to report for classroom or clinical learning experiences. Classroom or clinical learning experience will not be counted as an absence and makeup for activities will be made at faculty's discretion with no makeup fees incurred by the student.

If inclement weather is forecasted and the campus has not been declared closed, students are to report to classroom or clinical learning experiences. BHSLR encourages students to exercise judgment with regard to inclement weather and take personal safety into consideration.

Students who do not attend classroom or clinical learning experiences will be counted absent and the absent day must be made up at faculty's discretion following the make-up policy.

In the event BHSLR declares an Inclement Weather Delay, no learning experience will begin before 8:00 am. All clinical experiences scheduled before 8:00 am will be moved to an 8:00 am start time.

## INFORMATION PROVIDED TO THE PUBLIC

Information provided to the public by the BHSLR related to a student, shall be only to verify enrollment or graduate status. No additional information shall be released without written permission provided by the student, non-graduate or graduate. The student, non-graduate or graduate wishing release of personal information upon inquiry shall provide a written, signed and dated statement to the school secretary or designated person of the respective school that specifies information to be released. All applicable fees must accompany the request or the information shall not be released.

## LEARNING RESOURCE CENTER

A Learning Resource Center on the Little Rock Campus houses educational holdings, resources, hardware and software equipment available to students and faculty. A learning resource coordinator is available to assist students and faculty with resources and equipment.

## LIBRARIES

Students have access to library resources and services within the BAPTIST HEALTH (BH) facilities. Directions related to libraries are provided in the following polices in which the student:

1. complies with established policies of all libraries utilized for learning purposes,
2. chooses not to return overdue holdings or pay fees and fines, may take examinations of current course enrollment, but grades will be withheld until fees and fines are paid and holdings are either returned or restitution made,

3. provides evidence of restitution payment to library before grade in course(s) is released,
4. who defaces, steals or destroys holdings of libraries may be subject to prosecution and school corrective action.
5. students have access to the following library services:
  - 5.1 A.W. Young Library at Shorter College, North Little Rock, Arkansas.
  - 5.2 BAPTIST HEALTH Medical Center, North Little Rock, Arkansas.
  - 5.3 BAPTIST HEALTH Medical Center, Arkadelphia, Arkansas.
  - 5.4 Pulaski Technical College, NLR, Arkansas.
  - 5.5 Little Rock City Library, Little Rock, Arkansas.
  - 5.6 M.L. Harris Library at Philander Smith College, Little Rock, Arkansas.
  - 5.7 Margaret Clark Gilbreath Memorial Library at BAPTIST HEALTH Medical Center, Little Rock, Arkansas.
  - 5.8 Medical Sciences Library at University of Arkansas Medical Sciences, Little Rock, Arkansas.
  - 5.9 Melville Library (AHEC), Pine Bluff, Arkansas.
  - 5.10 Ottenheimer Library at University of Arkansas at Little Rock, Arkansas.
  - 5.11 The Resource Center at University of Arkansas at Monticello Technical College, McGehee, Arkansas and Dermott, Arkansas.
  - 5.12 Southeast Arkansas Technical College Library, Pine Bluff, Arkansas.
  - 5.13 University of Arkansas at Monticello Library, Monticello, Arkansas.
  - 5.14 Watson Memorial Library at University of Arkansas at Pine Bluff, Pine Bluff, Arkansas.
6. Faculty and students who wish to recommend additions and deletions submit a written request to Chairman of Resources Committee.

## **LOCKERS**

A student on Little Rock Campus may request a locker as available on first entry to the school. A limited number of student lockers are available to students, free of charge, upon entry to the school. Locker request forms are located in Student Services, suite 1004.

BHSLR is not responsible for items in lockers and will dispose of items if : 1) items are left in a locker after individual is no longer enrolled in a program of study or, 2) if items are placed in an unassigned locker.

The school reserves the right to examine locker contents at any time for the following reasons and in the described manner:

1. routine housekeeping and cleanliness: Suspicion of spoiling food and beverages. No books or personal belongings will be removed. Obvious contraband will be called to the attention of appropriate officials.
2. search: Where there is "probable cause"\* to believe the violation of federal, state or local laws or school policies has occurred or is occurring.
3. a search is conducted by BH security officers or officials with knowledge of the director,
4. police officers, with court approved search warrants, may search lockers in the presence of director or designee,
5. student/graduate must empty locker and remove lock upon discontinuance of study. Items remaining in locker will be removed, and then discarded after 2 weeks.

\*"Probable cause" exists where facts, information and circumstances are within the knowledge of the school that indicates violation has occurred or is occurring.

## **LOITERING**

Any individual observed on BHS campus, not wearing an ID badge or doing legitimate business shall be asked to leave the premises. Individual deemed to be loitering on or near school campus or BHSLR premises, without business purposes, is asked to leave immediately. Refusal to leave shall result in BAPTIST HEALTH security officer being contacted immediately for assistance in removing the individual.

## **LOST AND FOUND**

Items found on school property and not claimed by the owner are sold according to established process. Items found on school property and not claimed within 3 months, become the property of BAPTIST HEALTH Schools Little Rock. Found items are maintained at the receptionist desk located on campus at Colonel Glenn.

## **JURY DUTY**

Students, as citizens, are subject to being given the opportunity to serve as jurors. BHSLR will make reasonable accommodation for the student to fulfill their obligation. When summoned the student contacts the Program Director or designee. The student must provide either a written or evidence verbal notice to an appropriate program director or designee no later than twenty-four (24) hours after the receipt of the summons. This is vital, if an effort to be excused from the summons is to be made.

## **MAILBOXES**

Student mailboxes on Little Rock campus have a rich historical background. The boxes were located in the first nurses residence built in 1925 on 13<sup>th</sup> and Wolfe Street, Little Rock, Arkansas. When the building was imploded in 1989, the mailboxes were saved and installed where they are located in the BAPTIST HEALTH Support Center (BHSC). Graduates of past classes used the same mailboxes while they were in study at BHSLR.

## **PARKING AND DRIVING**

General policies related to parking and driving on BHS campus and affiliated clinical property follow:

1. Parking space is provided for all BHSLR students. Strict adherence to parking regulations is expected with parking decals clearly showing as required. Rules for parking at BH facilities and contracting clinical facilities are provided by faculty prior to beginning of a clinical laboratory assignment.
2. Students choosing not to comply with parking guidelines will have their parking privileges revoked and/or motor vehicle towed. The student will be charged for all associated expenses.
3. Expense related to the towing of a motor vehicle and subsequent retrieval, will be the responsibility of the student.
4. Student parking decal must be affixed and displayed on the motor vehicle as directed by Campus Security. Scotch taped decals or other adhesive other than on the decal are not acceptable.
5. Campus wide maximum driving speed is ten (10) mph; student's observed speeding shall be ticketed, fined and subject to corrective action.

All employees and students are required to comply with state and city ordinances and regulations related to BAPTIST HEALTH parking and driving policies.

### **Process:**

1. Motor vehicles are parked at clinical laboratory facilities according to facility's regulations.
2. Habitual violation of regulations may have their parking privileges revoked or car towed. Expenses for towing of motor vehicle and subsequent retrieval are the responsibility of the employee.
3. Each employee receives a free BAPTIST HEALTH Schools Little Rock Support Center decal for their vehicle. The decal is hung from the rearview mirror.
4. Parking tickets will be issued for the following infractions and will carry a fine of. Fines must be paid within thirty (30) days of issuance date. Student decals must be visible in the left rear window or on the left bumper.

Parking decals not visible or displayed  
 Use of false decal  
 Refusing, reusing or discarding ticket  
 Parking in spaces designated for other purposes  
 Parking in undefined spaces  
 Occupying more than one space  
 Blocking service loading area

5. Special parking privileges are provided on the following basis:

Handicapped Only - Motor vehicles must have disability license plate or card clearly visible on motor vehicle.

Visitor Only - employees and students are not allowed to park in the visitors spaces.

Employee-of-the-Month – designated for specific employees.

## **PHOTO OPTION**

BAPTIST HEALTH Schools Little Rock (BHSLR) students and graduates extend individual consent and permission to the school for use of photographic opportunity. BHSLR students are often involved in school related activities during which photographs may be taken of them and/or their work. Such activities may include, but are not limited to, displaying samples of student work, school sponsored events, alumni events, or representing a particular program of study for marketing and recruitment purposes. BHSLR may receive requests from newspaper or magazine entities and others asking permission to photograph students.

The pictures might be in the form of videos, photographic (film or digital), or pictures in newspapers, magazines or school-sponsored Internet sites. It is expected that employees and students that participate in voluntary school events are extending permission for use of photographs and that such photographs will be used for a dignified, educational purpose.

As a student or graduate of BHSLR, it is understood that the individual consents, and permission is extended to the school for use of the photographic opportunity. By giving permission, the individual understands that permission for possible identification in the photographs is given.

A student or graduate has the option to opt out and decline permission for use of photo opportunity by notifying BHSLR Enrollment Coordinator of preference. Personnel at BHSLR will make reasonable effort to respect your opt out preference.

## **PROFESSIONAL ORGANIZATIONS**

Several professional organizational activities facilitate student professional development and preparation for professional careers. The BHSLR student is encouraged to select an organization unique to his/her profession and become an active member. Examples of organizations include: The Arkansas League for Nursing (ALN), Little Rock Black Nurses' Association, BAPTIST HEALTH School of Nursing Alumni Association, BAPTIST HEALTH School of Licensed Practical Nursing Alumni Association, and the National Student Nurses's Association (NSNA), National Association for Practical Nursing Education and Service (NAPNES), Arkansas Society for Histotechnology, American Society for Clinical Laboratory Science, American Society for Clinical Pathology, Nuclear Medicine Technologists of Arkansas, and the Association of Surgical Technologists, American Society of Radiologic Technologists, American Occupational Therapy Association and Arkansas Occupational Therapy Association.

## **PROGRAM EFFECTIVENESS**

Students are provided opportunities throughout the program of study to express their opinions by rating a course, teacher, and clinical facilities. Each school follows an established objective process that ensures student anonymity. The data collected are used for continuous improvement purposes.

## **RELIGIOUS ACTIVITIES**

Opportunities to participate in religious activities are available to students.

Chapels are located in all BH hospital and on the school campus. A Chaplain from pastoral care service department is located on the school campus and is available to students.

The Little Rock campus area offers a broad array for worship choices by which a student may enrich and maintain spiritual health.

## **SECURITY**

The BH overall policy is to do whatever is necessary to safeguard the patients, employees, students and property. To assist in enforcement of this policy, a security force is employed. Each student should immediately report to the nearest clinical supervisor, instructor, or security officer any suspicious person or circumstance. Students also help by observing the rules and regulations of the various departments with regard to the proper security of all BH facilities. Security personnel are empowered with the authority to inspect all packages, parcels, sacks and containers of visitors entering or leaving BH premises. Students are requested to cooperate with the security officers when inspections are required. When it is necessary to leave the premises after dark, if possible, leave in groups. If leaving alone, call security by dialing "0" and request that the security van patrol the area where the car is parked. Each student is advised to follow general safety practices.

## **SEXUAL ASSAULT/HARASSMENT**

A student who experiences sexual assault or harassment is encouraged to immediately report the incident to school administration. BH security shall be notified by the school according to established policy and process.

## **SOLICITATION**

BH has a "no solicitation" policy that extends to the schools. The policy is applied both internally and externally. Therefore, the following policies are in force:

Administrative approval or invitation is required prior to any contact with employees or students,

External firms, vendors, businesses or agents are not allowed to solicit on school campuses, over the telephone or by

use of any other technology,

Passing out leaflets, pamphlets, or fliers on any campus or property including the parking lot and/or the placing of such on bulletin boards is prohibited,

Students must obtain prior approval from Administration prior to any fund raising activity and so forth,

Students or class officers do not solicit funds, gifts, coupons or favors, and so forth, on behalf of the school unless all such activities and projects are approved by the class sponsor and designated administrative official.

### **SPIRITUAL PERSPECTIVES IN HEALTHCARE**

The schools recognize that healthcare is much broader and deeper than treating only the body. We are whole individuals made up of body, soul, and spirit. For holistic health there must be holistic healthcare. BHSLR is seeking to teach a total healthcare approach through the course content: "Spiritual Perspectives of Healthcare." This one-credit hour course is a requirement for each student during enrollment in a BHSLR school. The content is Christian-based and seeks to create awareness and understanding about: (1) one's own belief system, (2) the spiritual needs of patients, (3) world religions as related to the healthcare setting, and (4) methodologies of spiritual care for patients. BHSLR believes spiritual care is not just another option, rather, spiritual care is a priority in the education of healthcare professionals.

### **STUDENT ADVISEMENT CONFERENCES**

Faculty members and program directors initiate advisement conferences to maximize student opportunities for professional and academic growth. A student may also request advisement conferences with a specific faculty member or program director to assist in problem solving related to course work, clinical performance or socialization into their chosen profession of healthcare.

### **STUDENT COURSE WORK RETENTION**

Faculty and administrative staff will retain or dispose of course work completed by students as presented in the following policies:

Return of course work submitted to school by the student(s) is determined either by course faculty, coordinators or program director of respective school; guest lecturers may not determine independently this matter.

Examination documents, materials, and written course work not returned to students, become property of the school and are not returned to students. These documents are retained for a maximum of two (2) weeks following course end and are then destroyed.

### **STUDENT HONOR CODE**

The BHSLR are cognizant that education of superior healthcare professionals must take place in an atmosphere that leads to the necessary competence in the chosen field. The Honor Code has been incorporated as an integral part of all activities associated with student status. Enrollment signifies the student's agreement to abide by the student Honor Code and the BH Code of Ethical Conduct that includes:

1. being truthful and honest,
2. submitting written assignments which contain/reflect independent effort,
3. safe guarding property of others,

4. respecting the rights of others,
5. reporting violations of the Student Honor Code,
6. acknowledging work or ideas of others,
7. behaving according to the BH Code of Ethical Conduct,
8. protecting patients and the public at large, and
9. doing own work for courses; not cheating on examinations (tests).

Students are expected to abide by the Honor Code, applying it to all aspects of student life, and are responsible for obtaining, from instructors, an explanation of how the Honor Code applies to various projects and activities. Documented and confirmed factual evidence of a student's failure to abide by the principles stated in the Honor Code results in severe disciplinary consequences.

### **STUDENT MESSAGES**

All efforts shall be made to relay an emergency message to a student in a classroom or clinical learning experience; however, contact may not always be made or even possible, because of factors beyond BHS control.

In the event a student cannot be located in the classroom or clinical setting:

Emergency and non-emergency messages received by the school for a student may be posted on the student message board. A student is responsible for checking the student message board for emergency and non emergency messages. Messages on the student message board remain posted seven (7) calendar days and are thereafter destroyed by administrative staff.

### **STUDENT PROFESSIONAL DEVELOPMENT**

The school promotes professional development of a student to perform the role of a healthcare professional. A student is coached in building characteristics associated with professional practice and contributing members of the community. The Student Development Committee, comprised of student and faculty representatives from all of the schools, serves as a resource for student professional development.

### **BAPTIST HEALTH Sponsored Blood Drives and Annual United Way Campaign**

BAPTIST HEALTH supports blood drives, sponsored by the American Red Cross, and the annual United Way Campaign. Students are given the opportunity to participate. Recognition and reward for participation is given according to BH United Way Committee guidelines. Blood donation is considered to be a "Community Service" by some BHSLR.

### **Community Service**

As part of personal and professional student development, some schools require students to participate in community health organization projects by using their talents and strengths in an effective and efficient manner. Refer to school specific Student Handbook for specific requirements.

### **Participation in School Operations and Governance**

Participation in school operations and governance is intended to promote student participation in committees, groups, student council and evaluation processes of the school.

Students may participate in certain standing committees and meetings in a respective program of study's Student Government Rules of Procedure.

### **Student Council**

The BHSLR Student Council is composed of BHSLR Schools of Nursing class presidents, elected officers and representative from each Allied Health School. The Council meets twice each academic year: Fall and Spring and when needed. The meeting schedule is posted on the schools bulletin board. The BHSLR faculty chaplain and the counselor serve as advisors to the Council. The Council functions according to established guidelines.

### **Educational Effectiveness**

Students and graduates are an integral part of the overall evaluation of a school's program of study. Information provided by students on evaluation of courses and of faculty at course end is studied and used for continuous improvement. Data provided by students are used for faculty development and for refinement of course. Student and graduate evaluations of the program and the faculty are included in the master plan of the BHSLR as part of the measurement of educational outcomes and overall effectiveness. Graduates's performance on the national licensure examinations are highly valued and used in many ways for outcome measurements. Thus, students who will be graduates are encouraged to always do their very best in each course taken, and to pass their licensure examinations on "First Write" or first time taken. It is the "First Write" rate that schools are held accountable for by the sponsors, public, regulating agencies and accrediting bodies.

### **STUDENT RECORD CORRECTION**

A student has the right to request that records be corrected that he/she believe are inaccurate, misleading, or in violation of privacy rights. As direction to the student the following process is provided:

1. A student may ask the school to amend a file, and in so doing, identify, in writing, the record requested to be changed and specify the inaccuracies or misleading information.
2. The school may grant the request or it may decide not to do so. If it decides not to the school will notify the student and advise him/her of the decision and advise him/her of the right to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the school shall arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of BHSLR. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original written request to amend the student's Record or File.
5. The school shall prepare a written decision based on the evidence presented and the decision rationale.
6. If the school decides not to grant the request, it will notify the student that he/she has a right to place in the file a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The student's statement shall be maintained as part of the file along with the contested portion of the file.
8. If the school decides to grant the request, it will amend the file and notify the student, in writing, that the file has been amended.

### **STUDENT RIGHTS AND RESPONSIBILITY**

The BHSLR prepare a student for professional practice. Commitment to a profession includes responsibilities as well as rights. Both students and faculty recognize the dual nature of this professional commitment by adopting the following statement of students rights and responsibilities.

<b>Rights</b>	<b>Responsibilities</b>
<p>1. A student has the right to be informed of faculty expectations for each course.</p>	<p>1. A student has the responsibility to:</p> <p>1.1 review Faculty expectations for each course.</p> <p>1.2 seek clarification from faculty when needed.</p> <p>1.3 fulfill faculty expectations for each course.</p>
<p>2. A student has the right to be informed of policies and processes.</p>	<p>2. A student has the responsibility to:</p> <p>2.1 familiarize self with policies.</p> <p>2.2 be alert for posted or e- mailed policy changes and new policies.</p> <p>2.3 seek clarification of policy intent.</p> <p>2.4 suggest changes through appropriate channels, foster professionalism.</p> <p>2.5 abide by established policies and processes.</p>
<p>3. A student has the right to participate in planning, implementation and evaluation activities of the school.</p>	<p>3. A student has the responsibility to:</p> <p>3.1 serve actively on student and faculty committees as elected or appointed.</p> <p>3.2 gather data and share views with peers and faculty.</p> <p>3.3 develop conclusions based on data and careful consideration of facts rather than unconsidered acceptance of another's views.</p> <p>3.4 maintain confidentiality.</p>

- |    |  |    |                                      |  |
|----|--|----|--------------------------------------|--|
|    |  |    | 3.5                                  | follow official lines of authority and communication.                    |
|    |  |    | 3.6                                  | share ideas, comments, reactions and suggestions.                        |
| 4. | A student has the right to environmental comfort, safety and cleanliness.  | 4. | A student has the responsibility to: |  |
|    |  |    | 4.1                                  | adhere to safety codes.  |
|    |  |    | 4.2                                  | maintain orderliness and cleanliness of the environment.                 |
|    |  |    | 4.3                                  | protect property.  |
| 5. | A student has the right to voice opinions.   | 5. | A student has the Responsibility to: |  |
|    |  |    | 5.1                                  | inform self of all aspects of the issue.                                 |
|    |  |    | 5.2                                  | formulate opinions based on facts.                                       |
|    |  |    | 5.3                                  | express opinions in an appropriate manner                                |
| 6. | A student has the right to fair and impartial application of grading policies.   | 6. | A student has the responsibility to: |  |
|    |  |    | 6.1                                  | maintain standards of academic performance for each learning experience. |
|    |  |    | 6.2                                  | strive constantly to broaden own knowledge base.                         |
|    |  |    | 6.3                                  | transfer previous learning.  |
|    |  |    | 6.4                                  | learn content of each course.  |
| 7. | A student has the right to confidentiality.  | 7. | A student has the responsibility to: |  |
|    |  |    | 7.1                                  | fulfill the need for confidentiality of others.                          |
|    |  |    | 7.2                                  | develop communicative patterns which reflect confidentiality.            |
| 8. | A student has the right to participate in activities which promote personal and professional growth of self and peers. | 8. | A student has the responsibility to: |  |

- |     |   |      |   |
|-----|---|------|---|
|     |   | 8.1  | familiarize self with professional, cultural, social, religious and student activities. |
|     |   | 8.2  | seek opportunities for decision-making, independent judgment and self-direction.        |
|     |   | 8.3  | utilize available advisement and counseling services.                                   |
|     |   | 8.4  | maintain personal health.   |
|     |   | 8.5  | promote wellness practices.   |
| 9.  | A student has the right to quality education.   | 9.   | A student has the responsibility to:  |
|     |   | 9.1  | attend all scheduled learning experiences.  |
|     |   | 9.2  | prepare in advance for all scheduled learning experiences.                              |
|     |   | 9.3  | maximize all learning opportunities.  |
| 10. | A student has the right to grievance process. Exception being a course remediation outcome, or Administrative Suspension for investigation in which cases a grievance may not be filed. | 10.  | A student has the responsibility to:  |
|     |   | 10.1 | familiarize self with grievance processes.  |
|     |   | 10.2 | seek clarification of grievance processes.  |
|     |   | 10.3 | be alert for posted changes in grievance processes.                                     |

Initial development: Student Task Force 1987. Adopted by School Administration Committee 1987.  
 Edited: Policy Committee 1994. Student Handbook Subteam 1997. Handbook Committee 2003.

## **STUDENT SERVICES**

### **American Disability Act (ADA)**

Baptist Health Schools Little Rock recognizes and complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against individuals with disabilities. For the purposes of Baptist Health Schools Little Rock compliance, a “qualified individual with a disability” is one who, with or without reasonable accommodations or modifications, meets the essential eligibility requirements for participation in the program. The school shall make the sole determination regarding appropriate accommodations. It is the responsibility of the applicant or student to provide the necessary official records and documentation to the BH school prior to semester, term or course beginning.

Essential function standards are published in the BHSLR *Catalog* and in the respective school specific section of the *Student Handbook*.

We are available to advise and counsel applicants and students who qualify under the ADA. We strive to provide reasonable accommodations for students. To request accommodations, contact the Counseling Office 3 weeks **prior to the term** you are to be enrolled in, and provide current documentation which should include:

- A clear, diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis
- A description of the diagnostic criteria and/or diagnostic test(s) used
- A description of the current functional impact of the disability
- Treatments, medications, and assistive devices/services currently prescribed or in use
- A description of the expected progression and/or stability of the impact of the disability over time
- The credentials of the diagnosing professional
- Any additional information which would help support and identify the need for requested academic accommodations

### **ADA Grievance Process**

The schools follow a policy related to internal grievance for prompt and equitable resolution of applicant or student complaint related to Title II of ADA. The act states in part, "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity." The process is available to student, on request, from the BHSLR Counselor.

### **Administrative Services**

The schools provide numerous administrative services for students, former students, graduates and alumni members. Administrative staff strives to provide those services and requests received from several sources as quickly as possible. It is not possible to provide services on demand. The staff process requests submitted by use of the administrative services request form, obtained outside suite 1004. Some requests require a fee payment, which must be paid prior to service being fulfilled. Staff is available to provide additional information and assistance as needed.

### **Grievance Procedure**

BHSLR recognizes that both students and school officials have rights and sets forth the following academic and administrative grievance procedures. All efforts will be made to make the grievance process efficient and timely for all parties involved. The program director/coordinator will decide if the grieving student will have permission to attend learning experiences during the grievance procedure. All grievance proceedings are considered closed, only the grieving student and BHSLR representatives will be present.

A grievance must be initiated by the student directly affected. It is required that a student progress through each

level of the grievance process in a timely manner. Once a decision is made at one level of the grievance procedure, the student will have three (3) business days to progress to the next level if the student so chooses. The school will also be responsible for timely decisions during a grievance procedure. A decision for level one through level three grievances will be made within five (5) business days. A decision for a level four grievance will be made within ten (10) business days.

### **Academic Grievance**

The academic grievance procedure is set forth to provide for issues related to academic matters that cannot be resolved by the faculty member, Course Leader/Semester Leader and student.

#### **Level One: Informal Grievance**

If a resolution cannot be reached between a student and faculty member regarding an academic issue, the student may contact the program director or coordinator\*. The program director/coordinator\* will communicate with the student and faculty member and may choose to call a meeting of all parties involved in order to reach a decision.

#### **Level Two: Formal Grievance**

If the student wishes to appeal the decision of the program director/coordinator\*, the student may continue the grievance procedure by completing a formal grievance form, available outside of Student Services, suite 1004. Submit the completed form to the respective academic dean\* (Dean of Nursing or Dean of Allied Health). The academic dean\* will communicate with the student, faculty member, and program director/coordinator and may choose to call a meeting of all parties involved in order to make a decision.

#### **Level Three: Continued Formal Grievance**

If the student wishes to appeal the decision of the academic dean\*, the student will request in writing to continue the grievance procedure to the Assistant Vice President (AVP) for Education\* at BHSLR. The Assistant Vice President\* will review the situation and reach a decision.

#### **Level Four: Grievance Panel\*\* Hearing**

If the student wishes to appeal the decision of the AVP\*, the student will submit a request in writing to the Student Services Specialist\* to continue the grievance procedure. The Dean \* will convene a grievance panel. The grievance panel will be composed of three faculty members, a student representative, and the dean \*. The faculty member(s) involved in the academic grievance cannot serve on the grievance panel. The committee will gather appropriate information and may choose to conduct interviews with all involved parties. The committee will reach a majority decision, which is final.

### **Administrative Grievance**

The administrative grievance procedure is set forth to provide for situations that do not fall in the academic arena.

#### **Level One: Informal Grievance**

The student meets with the appropriate program director or coordinator\* to express the concern. The student and program director/coordinator\* should discuss the problem thoroughly and attempt to reach a resolution.

#### **Level Two: Formal Grievance**

If a resolution is not reached between these two parties, the student may contact their academic dean\* (Dean of Nursing or Dean of Allied Health) and complete a formal grievance form, available outside of Student Services, suite 1004. The academic dean\* will communicate with the student and program director/coordinator and may choose to call a meeting of all parties involved in order to reach a decision.

#### **Level Three: Continued Formal Grievance**

If the student chooses to appeal the decision of the academic dean\*, the student will request in writing to continue the grievance procedure to the Assistant Vice President (AVP) for Education\* at BHSLR. The AVP\* will review the situation and reach a decision.

#### **Level Four: Grievance Panel\*\* Hearing**

If the student wishes to appeal the decision of the AVP\*, the student will submit a request in writing to the Student Service Specialist\* to continue the grievance procedure. The Dean \* will convene a grievance panel. The grievance panel will be composed of three faculty members, a student representative, and the Dean \*. The school personnel named in the administrative grievance cannot serve on the grievance panel. The committee will gather appropriate information and may choose to conduct interviews with all involved parties. The committee will reach a majority decision; which is final.

\*or designee.

\*\*For the School of Radiography, all panel members will be external to the Radiography program.

### **Student Complaint**

A student may file a complaint with the respective body, agency or board (entity) associated with the school of enrollment by using the following process:

#### **Process:**

1. obtain designated required forms from involved entity as appropriate,
2. file complaint by completing the form, as specified,
3. submit the complaint document (form) to the respective entity involved,
4. after the complaint has been filed and received by the school by certified mail, both the school and the student follow through the established process of the entity until closure is achieved,
5. student may voluntarily withdraw the complaint at anytime,
6. contact the staff of the entity for guidance or information as needed during the process,
7. if the student has initiated the appeal process of a respective BHSLR school, or initiated legal action against the school, the school shall not provide a written response to the complaint until closure is reached on those options,
8. the complaint document, related exhibits and communications are filed as content in the student's record; a copy is retained by the respective school involved and kept in the school office in a file designated "Student Complaints."

#### 1. ALLIED HEALTH SCHOOL

1.1 Arkansas State Board of Private Career Education  
Attention: Director  
612 South Summitt Street, Suite 102  
Little Rock, AR 72201-4740  
Phone 501-683-8000  
Fax 501-683-8020

#### 1.2 Accrediting Agencies

1.21 School of Radiography

Joint Review Committee on Education in  
Radiologic Technology

20 N Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone 312 704 5300  
Fax 312 704 5304

1.22 School of Nuclear Medicine Technology

Joint Review Committee on Education Programs  
in Nuclear Medicine Technology  
2000 W. Danforth Rd., Ste 130 #230  
Edmond, OK 73003  
Phone 405 285 0546  
Fax 405 285 0579

1.23 School of Histotechnology

NAACLS  
8410 W. Bryn Mawr Avenue, Suite 670  
Chicago, IL 60631-3415  
Phone 773 714 8880  
Fax 773 714 8886

1.24 School of Medical Technology

NAACLS  
8410 W. Bryn Mawr Avenue, Suite 670  
Chicago, IL 60631-3415  
Phone 773 714 8880  
Fax 773 714 8886

1.25 School of Surgical Technology

Accreditation Review Committee on Education  
in Surgical Technology  
7108-C S. Alton Way, Suite 150  
Englewood, CO 80112-2106  
Phone 303 649 9262  
Fax 303 741 3655

1.26 School of Occupational Therapy Assistant

Accreditation Council for Occupational  
Therapy Education (ACOTE)  
Developing Program Status \*  
American Occupational Therapy Association  
4720 Montgomery Lane  
Bethesda, MD 20817-3425  
Phone 301 652 2682

\*School may admit students and then continue to proceed to the Initial Review of the accreditation process.

2. SCHOOLS OF NURSING

Arkansas Approving Board:

- 2.1 Arkansas State Board of Nursing  
Attention: Director of Nursing Education  
University Tower Bldg., Suite 800  
1123 S. University Avenue  
Little Rock, AR 72204-1619  
Phone 501 686 2700  
Fax 501 686 2714

Accrediting Agency:

- 2.2 National League for Nursing Accrediting Commission  
61 Broadway 33<sup>rd</sup> Floor  
New York, NY 10006  
Phone 212 363 5555 Ext 153  
or 800 669 1656 Ext 153

## **Counseling Program**

Counseling and advising services are available to student. The counseling relationship and information resulting from conversation are confidential.\*\*

### 1. Philosophy

Counseling is founded on the philosophy of human relationships. This philosophy includes the belief that every individual has the potential capacity for growth and development; that observed human behavior may stem from human needs, experiences or conflicts; that human conduct can be motivated and directed through understanding, acceptance, and respect; that each person has a right to be heard without preconceived value judgments; and that each person has the right to self-determination.

\*\*When the mental or physical health of a student or a patient is at risk or the reputation of BHSLR or BH is at stake, appropriate authorities and professionals shall be contacted. The counseling philosophy, purpose, expected outcomes and resources follow.

### 2. Purpose

Offer assistance for student optimum personal and professional development in order to be useful, well-adjusted citizens of society and members of a chosen profession.

### 3. Expected Outcomes

- 3.1 Student developed personally by increased individual awareness of attributes, personal values, aspirations and areas of needed improvement,
- 3.2 Student clarified personal values, established goals and formulated future plans,
- 3.3 Student explored problem situations and considered alternatives: when possible achieved a satisfactory coping level, and
- 3.4 Student accepted responsibility for conduct and outcomes of personal and professional life.

4. Students are provided the opportunity to provide data related to their level of satisfaction with the counseling program.
5. Resources are available to students for assistance in achieving optimum personal growth and professional development. These resources include:
  - 5.1 BHSLRs' Counselor,
  - 5.2 BHSLRs' Chaplain,
  - 5.3 Employee Assistance Program,
  - 5.4 Faculty members,
  - 5.5 BAPTIST HEALTH Pastoral Care Departments,
  - 5.6 Community agencies and groups,
  - 5.7 Metro City Ministries Representative, and
  - 5.8 Stand-by professionals for private referral.

### **TELEPHONE CALLS**

Students neither make nor receive personal telephone calls during classroom instruction or clinical rotation time in the laboratory area; including patient rooms.

Personal telephone calls by student may be made by use of the phones located on walls at specific locations throughout the facility on BHSLR campus. For internal calls within BH "house phones" are provided on campus and in the clinical areas.

Personal cell phones are neither used during classroom instruction nor during clinical rotation hours in the clinical areas. Such use is limited to break and lunch times.

Personal "beepers" must be set for non-audible alert so as to not disturb others.

### **TOBACCO FREE ENVIRONMENT**

In accordance with Arkansas law, Act 134, the entire BAPTIST HEALTH organization, buildings, parking lots, cars on parking lots and so forth is Tobacco free.

BAPTIST HEALTH Schools Little Rock Support Center, Little Rock campus, is a Tobacco free environment.

Disciplinary measures and/or fines are determined when a student chooses to not comply with the BAPTIST HEALTH No Smoking Policy and Arkansas Law. Disciplinary action may range from a fine assessment to dismissal.

Students are expected to display appropriate on-stage behavior and may be subject to corrective action for smoking on private property adjacent to BHSLR facility.

### **TORNADO ALERT**

When "Tornado Alert" code is announced, everyone quickly moves in an orderly fashion into room with inside walls and remain there until "All Clear" signal is announced.

### **TRANSCRIPT**

1. Official and unofficial transcripts are issued within 5 business days of receipt of written request, provided there are no holds on the student financial account.

2. Transcript request forms are available at the business office, on the BHSLR website, and are submitted to BHSLR Business Office for processing. A transcript for the student, graduate or non-graduate is not issued if there is an outstanding financial obligation to Baptist Health Schools or Baptist Health or outstanding library holdings.
3. Official transcripts contain the Baptist Health Schools seal and are sealed in an envelope stamped official.
4. Official transcripts may be picked up in person by student, mailed or faxed. Students should be aware that most institutions do not consider a faxed transcript official.
5. Unofficial transcripts are free of charge.
6. There is a \$5.00 fee for each official transcript.
7. Official transcripts issued, upon graduation, to respective Boards or Agencies for licensure, certification or registry purposes will be free of charge to graduating students.
8. BHSLR academic transcripts are maintained indefinitely.

### **Grade Reporting**

1. The entire student's academic history is reflected on the transcript.
2. The academic history includes final grades and credits based on theory, clinical laboratory, and skills laboratory, as deemed by each program requirements, general education courses that are required for a particular program, successful CLEP credits from other institutions that are required for a particular program and credit by validation courses if applicable.
3. General education courses may be accepted as transfer credits as required by a particular program. No courses of fewer semester credit hours than those required for a particular program will be accepted. Courses taken on a quarter system will be evaluated on a case by case basis. All transfer courses must have an assigned grade of "C" or higher.
4. Any remediation offered is considered part of the course and will not be indicated separately on the transcript. The final grade after remediation will be recorded on the transcript.
5. Any student with an incomplete course requirement at the end of the course will be given an "I". The "I" will be changed to an "F" after a period of 6 months unless otherwise specified.
6. If a course is repeated, the initial attempt is forgiven. The initial attempt is recorded on the transcript and the grade is surrounded by parentheses. The grade for the initial attempt in a repeated course is not calculated in the GPA, CGPA or in the credit hours. The latest attempt at a course will be calculated in the GPA, CGPA and the credit hours.
7. Possible Transcript Grades and Grade Value Point

<b>Grade</b>	<b>Value Point</b>	<b>Grading Scale</b>	<b>Interpretation</b>
A	4	94-100	Excellent
B	3	86-93	Good
C	2	77-85	Average
D	1	70-76	Below Average
F	0	0-69	Failing
W	0	NA	Student Voluntary Withdrawal
WX	0	NA	Administrative Withdrawal
I	0	NA	Incomplete
CR	0	NA	Credit
NC	0	NA	No Credit

Students who voluntarily withdraw from a course will receive a W for that course. Student voluntary withdrawals are student initiated. Students who are withdrawn from a course for academic or administrative reasons will receive a WX for the course. The appropriate school official initiates administrative withdrawals. See deadline dates on the Academic Calendar.

The “CR” and “NC” designation can be utilized for CLEP credits, AP credits, and credit by validation, Spiritual Perspective, and clinical experiences. Credit by validation courses are awarded at the time of program completion.

8. Calculating Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

**Semester Grade Point Average Calculation**

The Semester GPA statistic reflects all BHSLR course grades and general education course grades during a particular time frame that are required in a particular program. The Semester GPA is calculated at the end of each semester.

**Cumulative Grade Point Average Calculation**

The Cumulative GPA statistic reflects all BHSLR course grades and general education course grades that the student has completed in the program of study.

**Grade Point Average Computation**

Each letter grade assigned to a student is assigned a point value. Grade points for each course can be determined by multiplying the number of points the grade is worth by the number of credit hours the course carries. An assigned grade of an “A” (worth four points) for a three-credit hour course is worth 12 value points. An assigned grade of a “B” (worth three points) for a three-credit hour course is worth 9 value points.

GPA's are determined by adding the total value points for all courses and dividing by the total number of credit hours attempted in the same period of time. All GPA's are rounded to the hundredths place.

9. Abbreviation of course title reflects professional major or discipline to be studied:

HT .....	Histotechnology
MTE .....	Medical Technology
NMT .....	Nuclear Medicine
RADG .....	Radiography
PNSG .....	Practical Nursing
NSG .....	Registered Nursing
SLPT .....	Sleep Technology
SP .....	Spiritual Perspective
ENG .....	English
PSY .....	Psychology
SOC .....	Sociology
NUT .....	Nutrition
A&P I .....	Anatomy & Physiology I
A&P II .....	Anatomy & Physiology II
MICRO .....	Microbiology
CHEM .....	Chemistry
ST .....	Surgical Technology
OTA .....	Occupational Therapy Assistant

10. The numbering system for courses in a program of study offered by BHSLR provides the following information: First number is the curriculum level of study; second is the course code; and the third and fourth numbers are the number of credit hours.
11. Hours of credit are calculated as indicated in a school specific BHSLR formula as identified: Course credit hours are calculated according to the following formula(s):

**THEORY:** Ratio 1:1

One (1) credit hour = 15 clock hours

**SKILLS LABORATORY (SL):** Ratio 2:1

One (1) credit hour = 30 clock hours

**CLINICAL LABORATORY:** Ratio 3:1

One (1) credit hour = 45 clock hours

Credit hours may be calculated at a higher than 3:1 ratio but not at a lower ratio.

## **TRANSPORTATION**

Transportation is the responsibility of the student. A student without transportation to a scheduled learning experience who is absent because of the situation may be administratively withdrawn or suspended until transportation is arranged. Lack of transportation is not an acceptable excuse for absence.

## **VISITING DURING SCHEDULED CLINICAL LEARNING EXPERIENCES**

A student in a scheduled clinical learning experience may only visit hospitalized relatives, friends or other personnel during break, meal times or before and after assigned clinical time. A student may receive personal visitors only during break or meal times while on assigned clinical learning rotation.

## **WEATHER ALERT CODES**

<b>CODE</b>	<b>DEFINITION</b>
<b>"WEATHER ALERT"</b>	The county has been placed in a "tornado warning" status with a strong possibility of a tornado hitting the hospital or school campus.
<b>"TORNADO ALERT"</b>	A tornado is spotted moving in the direction of the hospital or school campus.

## **WITHDRAWAL**

Student withdrawal from BAPTIST HEALTH Schools Little Rock (BHSLR) may be a voluntary option to a student except during times of investigative suspension, disciplinary action or if dismissal for cause has occurred or may be pending.

Withdrawal from BAPTIST HEALTH Schools Little Rock (BHSLR) may be a voluntary option to students up to the last day to withdraw as published on the BHSLR Academic Calendar. A student whose behavior does not follow school's policies and values will be considered for Administrative Withdrawal at any point during the semester. A student can not voluntarily withdraw during suspension for investigation or if dismissal is pending.

### **Process:**

**Student Withdrawal (W)**

1. The student may voluntarily withdraw from BHSLR before the last day for student withdrawals as stated on the BHSLR Academic Calendar by:
  - a. completing a BHSLR Student Administrative Request Form.
  - b. completing the appropriate form(s) for affiliate institution as applicable.
  - c. submitting a written statement of the reason for withdrawal.
2. Complete and submit all required forms to the coordinator or director of the program enrolled.

**Administrative Withdrawal (WX)**

1. A student discontinuing study without following the policy for withdrawal, or after the withdrawal date published on the Academic Calendar, shall be placed on Administrative Withdrawal (WX).
2. The administrative action is recorded as an Administrative Withdrawal (WX) on the official transcript.
3. The student is notified of an administrative withdrawal via certified US mail.

Student Withdrawal Document(s) are placed in the student Academic File and maintained according to current student record policies.

## **NOTICE**

BHSLR forms referred to in the *Student Handbook* are accessible in the Forms Racks either in the Admissions Office or in the hallway outside the schools of nursing administrative offices, office 1004. If the item needed can not be located, contact one of the administrative staff for assistance.



