

 **Baptist Health College Little Rock**

Student Handbook General Section



**Fall 2018
Spring 2019**

CERTIFICATION STATEMENT

BHCLR reserves 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 College Little Rock. The policies, procedures and information contained herein require continual evaluation, review, and approval. Therefore, the faculty and administration of the college 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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WELCOME

Dear Students,

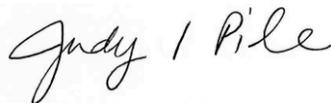
On behalf of our faculty, staff and hospital administration, I would like to welcome you to Baptist Health College Little Rock. Founded in 1920, BHCLR has a long and distinguished history of providing education, mentoring, academic support, and student services to Arkansans called to serve in the healthcare field.

The BHCLR Student Handbook has two purposes. First, we hope to provide information on the services and support available to you as an enrolled student at BHCLR including campus life, safety and security, student counseling, health services and more. Second, this handbook will outline the responsibilities that go hand in hand with becoming a BHCLR student including social expectations, leadership development, community service opportunities, and more.

Most incoming students are aware of the excellent clinical experiences offered through BHCLR. We hope that along with your theory and clinical education, you take advantage of the various opportunities for service and involvement in community and campus activities.

Whether in learning activities, special events or community service, it is our hope that you will begin to engage in a culture of learning that extends beyond the classroom and continues as you advance into your career in healthcare.

Sincerely,

A handwritten signature in cursive script that reads "Judy I Pile". The signature is written in black ink on a light-colored background.

Judy Ingram Pile, EdD
Chancellor

ACADEMIC CONDUCT AND INFORMATION

Academic Grading Scale

Baptist Health College Little Rock (BHCLR) 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 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 the clinical and skills laboratory component, if applicable. The student must meet all requirements of each course in order to progress. 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

Grade	Range (%)	Value
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	Administrative Withdrawal	0
CR	Credit	0
NC	No Credit	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*

Accident or Injury Reporting

Students are to report any accident or incident and all blood and mucosa exposures, no matter how minor. The incident must be reported to the faculty member, Program Director or clinical preceptor immediately. Students will be required to complete a *Student Incident or Injury Report*.

Process: The official report is documented on a BHCLR *Student Incident or Injury Report*

form. The form may be obtained from the supervising faculty member, Coordinator, or Program Director.

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, Coordinator, 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 faculty, Coordinator, 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

The following policies designate student accountability to fulfill college expectations.

1. Enrollment in BHCLR implies willingness of the student to adapt to Baptist Health culture to comply with established policies and processes, to meet academic requirements, to demonstrate progressive professional development, and to fulfill all college requirements.
2. Progression through a program of study is dependent on documented evidence of personal and professional growth as well as academic achievement.
3. The college assumes no responsibility for a student's conduct apart from college activities; however, that conduct may affect the student's status within the college.
4. The student is responsible for payment of all expenses incurred during enrollment. Grades are withheld if a student has an outstanding balance.
5. Damages to college facilities including library holdings, hospital equipment and furnishings must be reimbursed to the respective hospital or college prior to receiving clearance for graduation.

6. Expenses related to fines, 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.

Administrative Services

The college provides 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 processes requests submitted by use of the administrative services request form, obtained in the Student Services Office. 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.

Approach to Student Situations of Major Importance

The college investigates and takes action in the following non-inclusive student situations:

1. health status, conduct, attitude and academic performance,
2. non-compliance with college and program policies,
3. arrest,
4. legal indictment,
5. investigation related to criminal activity and active warrants,
6. conviction, or plea of "Nolo Contendere",
7. imprisonment,
8. expressed threats to do harm to another,
9. falsification of application either to a program or to BHCLR,
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 BHCLR student.

Attendance

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

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

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.

The student must 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 if significant faculty time is needed for the student to meet course objectives as a result of absences.

Attendance policies for each program of study are addressed in detail in the program specific sections of this handbook. The course syllabi identify specific course attendance requirements.

Awards

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 College Little Rock – School of Nursing (BHCLR-SN) traditional and accelerated tracks and from the BHCLR – School of Practical Nursing (BHCLR-SPN). The recipient is selected by the respective program faculty utilizing the following established criteria:

Service – Quality service is the foundation of any successful business, and is even more essential in the provision of health care. The student's desire and commitment to serve others is part of quality service.

Honesty – Students adhere to the moral values of fairness, integrity, and honor in all relationships which is a major priority.

Respect – Students treat 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 – Students exhibit the desired characteristics of initiative, dedication, talent, and knowledge tempered by common sense.

The Outstanding Student Award is awarded to a graduate of the BHCLR-SN and BHCLR-SPN. The recipient is selected by members of the respective graduation class.

The Academic Excellence Student Award* is awarded to a candidate for graduation from each Allied Health School. The recipient is selected by the Program Director and is based on the highest cumulative GPA achieved. Names of recipients are permanently displayed on the wall plaque in the respective program's exhibit.

The Outstanding Clinical Achievement Awards* are awarded to a candidate for graduation from each Allied Health School. The recipient is selected by the Program Director and is based on clinical achievement.

The Academic Excellence Awards and the Outstanding Clinical Achievement Awards are unique to the Allied Health programs of study.

Breaks and Meal Times

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

Chemical Substance Use and/or Abuse

Baptist Health College Little Rock (BHCLR) is designated as “Drug Free”. It is the policy of BHCLR to promote a safe, healthy and productive environment free from the influences of drugs and alcohol. BHCLR students have the right to be educated in an environment that is free of drugs and alcohol.

BHCLR is committed to strictly enforce its drug and alcohol policy and to comply with the requirements of the Drug-Free Workplace Act of 1988. It is the expectation of BHCLR that all students obey applicable local, state and federal laws and adhere to the behavioral standards regarding the use and abuse of alcohol and other drugs.

It is imperative that a student be law abiding, alert and in full possession of reasoning capabilities. Consuming, being under the influence, testing positive from a drug screen, selling or possessing alcohol or other reasoning and cognitive alteration substances at any school function, during a learning activity, travel to or from campus for a learning activity, being under the influence while on school campus is absolutely forbidden and is cause for immediate administrative dismissal or denial of entry.

Faculty or administration takes action to protect others when a student’s behavior indicates probable cause to suspect chemical substance abuse or use. Residential students are included in the Student Drug Screen Program. The Student Drug Screen Program includes Entry Drug Screens for all selected applicants and new students prior to entry. The Student Drug Screen Program also includes Random Drug Screens and For Cause Drug Screens which are conducted throughout enrollment. Any student that is selected for a For Cause Drug Screen will be advised not to drive and must obtain alternative transportation. Cause is determined at the sole discretion of BHCLR. All applicants/students must complete a drug screen prior to entry. Non-residential students will abide by their employer’s drug screening policy.

From a safety perspective, users of drugs, both legal and illegal, may impair the well-being of students, faculty, staff and patients resulting in harm of individual patients, the public or property. A student suspected of or reported to be active in chemical substance abuse will be asked to submit for screening test(s).

Violation of school policy will result in a student's dismissal or denial of entry. In addition, regulating agencies/boards and law enforcement officials may be notified and informed for possible prosecution by federal, state, or local law enforcement agencies.

A positive drug screen, violation of this policy, refusal to voluntarily supply a specimen for screening, or submitting a specimen for screening that has been determined to be altered, will result in dismissal or denial of entry. A positive drug screen cannot be grieved through the BHCLR Grievance Procedure.

Students who are taking a current medically prescribed drug that can alter behavior, physical ability or mental function in such a way to impair their ability to safely perform their assigned tasks, must report the use of this drug to their Coordinator/Program Director who will determine whether any action should be taken. Students must keep all prescribed medication in the original container, which identifies the drug, dosage, date of prescription and prescribing physician.

Students must notify their Coordinator/Program Director in writing within five days of any conviction of a criminal drug status. This requirement is set forth to comply with the federal Safe and Drug-Free Schools and Communities Act.

Clearance

Approval to graduate in good standing is determined on satisfactory completion of the clearance process.

Process: A graduate candidate completes the official clearance process in order to qualify for graduation.

A class officer graduating completes the class officer clearance process in addition to the official school clearance form.

A non-enrolled student must be in good financial standing with BHCLR prior to fulfillment of a request for Administrative Service(s), release of transcripts, approval to graduate, or application to another program of study.

Confidentiality of Patient Information

Each BHCLR student, on entry to the respective school of choice receives HIPAA training and signs the Compliance Statement Form during 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 records is managed to assure the right of individual privacy. The student will maintain HIPAA at all times. A student should only access a patient's record when actively involved in the care of the patient.

Consent for Invasive Procedure

During the process of skills acquisition, specific to a BHCLR 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 skill 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) may apply.

Cooperation with Security and Law Enforcement

The college cooperates with the respective security departments of BH. It also cooperates 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 may result from law enforcement investigations and outcomes, Baptist Health security department investigation and outcomes, and internal investigations and 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, BHCLR cooperates fully with all law enforcement and regulating agencies.

Copyright

BHCLR is a private nonprofit educational institution supporting the activities of faculty and students in their participation in programs of study at the college.

BHCLR promotes an environment of compliance with copyright laws of the United States through distribution of this Guideline to faculty and students.

Additional information regarding us of copyrighted materials is located at <https://bhclr.edu/student-services/resources/copyright/>.

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.

Instance and Inspiration

Portions of copyrighted materials may be used under the Fair Use provisions for a limited time 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.

Fair Use is the legal doctrine that allows portions of copyrighted materials to be used without permission of the copyright owner provided the use is fair and reasonable, does not substantially impair the value of the materials, does not curtail the profits expected by the owner, and does not include the whole of the work rather than a portion. Copyrighted works must be marked appropriately.

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 for willful infringements 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 BHCLR for willful infringements.

Corrective Action Procedures

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

Corrective action is initiated when a student does not fulfill established requirements or reflect the BHCLR 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 or 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 begins with a verbal coaching or warning followed by a written conference or warning; then progresses through probation and suspension; and ultimately results in dismissal.

A college has the right to take corrective action based on information and evidence that it, in its sole discretion, determines credible. At the same time, BHCLR schools have the obligation to ensure that the right of the public and the students are protected.

BHCLR has the right to take corrective action based on information and evidence that it, in its sole discretion, determines credible.

Process: 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 contacted regarding the time, date and place for corrective action

conferences. Personal contact confirmed by the student is preferred. Witnessed messages left on a message recorder or voicemail are considered appropriate notification. During the conference, the student is informed of the reasons being considered by the school for corrective action. The student is given an opportunity to explain his/her version of the circumstances or events.

A student is expected to sign any written document representing corrective action. The signature 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 BH witness is often present during corrective action procedures. Appropriate BH and BHCLR personnel may be notified for their informational needs, record keeping purposes and/or possible reciprocal action. A student who receives corrective action as an employee of BH may also receive reciprocal corrective action as a student of BHCLR and vice versa.

Meetings concerning official school actions are closed. Only BHCLR personnel and the student may attend. If a student chooses not to keep an appointment for corrective action; the action shall proceed without his/her presence.

Denial of Entry

BHCLR administers a denial of entry when an incoming student violates a BHCLR policy or procedure during the application process.

BHCLR administers and administrative dismissal when a reentry student violates a BHCLR policy or procedure during the reentry application process.

Denial of entry and administrative dismissal are reflected on the official BHCLR transcript.

Verbal Corrective Action

Verbal Counseling or Warning

A verbal counseling or warning is typically the first level of corrective action.

Written Corrective Action

Written Counseling or Warning

BHCLR administers a written warning reflecting content related to the unsatisfactory conduct or failure to fulfill established requirements. 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

BHCLR may 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 non-achievement 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 personnel in the course or school.

Fulfillment of written terms, as a plan for improvement, is given a specific length of time. At the specified time, a review is made of progress and the status may be lifted, continued, or further corrective action may be taken depending on the situation.

Conduct Probation

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

Suspension

A BHCLR 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 the BHCLR campus or to continue the program of study. The student is notified of the status by an official memo or letter from a BHCLR administrative official. The student is informed of the rationale for suspension and the associated terms to be fulfilled.

Financial Suspension

This 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 BHCLR school policies, Values, Student Honor Code or BH Code of Ethical Conduct.

Administrative Withdrawal

Administrative Withdrawal is when BHCLR withdraws a student from the program of study. This action is taken when a student fails to meet the minimum academic or conduct requirements for progression, promotion or graduation. In addition, an absence of five (5) consecutive school days without notification may result in Administrative Withdrawal.

Administrative Withdrawal status is reflected on the official BHCLR transcript.

Administrative Dismissal

Dismissal from BHCLR is permanent and the individual is not permitted on campus or related BHCLR activities. If a dismissed individual has a cause to be on campus, the individual must make an appointment with a school administrator. A dismissed individual is not eligible to apply to any BHCLR program in the future. BHCLR reserves the right to contact BH security or local law enforcement agencies as deemed appropriate.

Administrative dismissal status is reflected on the official BHCLR transcript.

Criminal Activity: Enrolled Student

BHCLR 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.

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

Criminal Background Check (CBC) and Additional Screenings

All students/applicants must give authorization for BH to conduct a Criminal Background Check (CBC), Social Security Number Verification and a Child/Adult Maltreatment Check (CAMC) and the National Sex Offender Registry (SOR). The CBC, SOR and CAMC may be repeated any time during enrollment. Any challenges to the accuracy of these reports should be directed to the agency responsible for the records.

CBC and SOR

An individual is not eligible to apply to or be enrolled in BHCLR until a minimum of three (3) calendar years have passed from the date of closure with the respective Court(s) or Law Enforcement officials.

Enrollment is dependent on the results of the CBC and SOR. A conviction of a Violent Crime defined as “a crime in which the offender uses or threatens to use violent force upon the victim” will result in denial of entry or dismissal. Crimes other than Violent Crimes are evaluated on an individual basis. BHCLR defines a crime as “any felony or misdemeanor (traffic offenses are excluded). DUI, DWI and hot checks are examples of crimes.”

Child / Adult Maltreatment Check Applicant

If an applicant is found in the Adult or Child Maltreatment Central Registry, the applicant must clear his/her name.

Enrolled Student

If a student is found in the Adult or Child Maltreatment Central Registry, the student will be placed on probation and allowed to remain enrolled while working to clear his/her name from the Registry. A student listed in the Registry cannot attend clinical; therefore, if the student has not been cleared by the scheduled start date of clinical in their assigned course, the student will be Administratively Withdrawn.

Current Student Information

A BHCLR student is required to keep the college informed of changes in name, address, telephone, email, vehicle license number and names of individuals for emergency contacts. Changes may be made by logging onto Campus Connect or submitting the Administrative Services Request Form. The student must show his/her social security card to the student services staff when requesting a name change. The college is not responsible for missed communications due to outdated information.

Diplomas / Certificates / Degrees

A diploma, certificate, or degree is awarded to a graduate candidate upon completion of all requirements for graduation. BHCLR reserves the right to void the diploma, certificate, or degree awarded upon discovery of verified credible information that the graduate applied to the college and withheld information, falsified information, or completed requirements for commencement and graduation under false pretenses. The college transcript shall reflect the action.

Dress Code

Each program at BHCLR has a required dress code for both campus learning and clinical experiences. When in the clinical areas students must wear the approved school clinical uniform. When on campus for classroom/skills laboratory activities, students must wear approved college campus attire. The campus-wide dress code policy allows the following:

- While on campus attending lectures or skills labs, students will be allowed to wear any official BHCLR top given to them by the college, with scrub pants appropriate in color to their program of study.
- While on campus attending lectures or skills labs, students will be allowed to wear any official/approved program specific top purchased by the student, with scrub pants appropriate in color to their program of study.
- While on campus attending lectures or skills labs, students will be allowed to wear a BHCLR approved top with a BHCLR logo in any color that is purchased on the BHCLR Spirit Store online, with scrub pants appropriate in color to their program of study.
- No head covering may be worn inside the building with the exception of those required by religious practice.

The purpose of the dress code is to reflect a positive image of the student and the college to the public. This positive image demonstrates professional pride and respect for faculty, guest speakers, classmates, visitors, patients and staff. Detailed and specific elaborations of policies are published in the *Student Handbook*. This information is also available on request. Non-Residential students must abide by the BHCLR dress code if visiting the BHCLR campus, otherwise they will follow the dress code of the laboratory where they are assigned.

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. The badge serves as a means of access to the building, identification, protection and is to be worn on the left upper chest area with the picture facing out whenever the student is on campus, on assignments, or in the clinical laboratory. 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 indication support of a particular campaign, organization or cause are not worn; an exception must be first approved by the BHCLR Administration.
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 must not be visible.
11. Visible skin ornaments and jewelry are not permitted with the exception of one earring in each ear.

12. Faculty are accountable for ensuring student compliance with clinical laboratory dress codes, as identified in the school specific student handbook.
13. Graduate candidates will comply with the announced commencement dress code. This includes a school specific gown with appropriate tassel color of the profession. Specific guidelines regarding attire are made available prior to commencement rehearsal.

Educational Effectiveness

Students and graduates are an integral part of the overall evaluation of a each program of study. Information provided by students on evaluations and is evaluated and used for continuous improvement. Information provided by students is used for faculty development for refinement of courses. Student and graduate evaluations of the program and the faculty are included in the effectiveness plan of BHCLR as part of the measurement of educational outcomes and overall effectiveness. Graduate performance on national licensure examinations and job placement outcomes are highly valued and tracked on all graduates.

Employment during Enrollment

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 program of study or BHCLR.

Students seeking employment within BH may contact Human Resources or visit the website at www.baptist-health.com.

Employment after Graduation

BHCLR takes pride in the strong job placement rates for each program of study. Available jobs are posted on respective program bulletin boards or emailed to enrolled students by the respective Program Director, Coordinator, or Dean. Employment opportunities through Baptist Health are shared through the Baptist Health website as well as the Baptist Health recruitment office. BHCLR does not guarantee employment for any graduate.

Enrollment in Non-required Courses

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

Gift Acceptance

Students are required to comply with the same BH gift acceptance policy as employees. Students enrolled in BHCLR 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, processing mailings, or developing policies. Therefore, the following policies are applicable:

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. Neither the College nor BH assumes or accepts any legal or any financial responsibility for enrolled or graduated classes' business matters.

The Chancellor or designee of BHCLR 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

The commencement ceremony at BHCLR is a time of celebration for faculty, staff and students. BHCLR commencement ceremonies do not confer official graduate status. A graduating 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 a diploma, certificate, or degree; 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

1. If applicable, settle all financial obligations to BHCLR, Arkansas Technical University (ATU), Harding University (HU), Henderson State University (HSU), University of Arkansas - Pulaski Technical College (UA-PTC), Ouachita Baptist University (OBU), University of Central Arkansas (UCA), Southern Arkansas University (SAU), Missouri State University (MSU), Missouri Southern State University (MSSU) and Louisiana Tech according to those respective institutions' policies;
2. Complete BHCLR student/graduate clearance process and receive final clearance approval to graduate; and
3. Complete requirements as identified in school specific student handbook of enrollment.

Health Information and Health Insurance

Communicable Diseases

A 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 student responsible for any associated costs. 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.

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 a BH nurse prior to resumption of study.

Health Clinic

Students have access to the Baptist Health On-Site Clinic. The clinic is designed to supplement the care of a Primary Care Physician and provides treatment for common minor illnesses. There is no appointment necessary; patients are seen on a first come first serve basis. Students pay a Health Fee each semester and there is a copay due at the time of service. Hours of operation are Monday – Friday, 8 a.m. to 5 p.m. Closed 12 p.m. to 1 p.m. A person wishing to be seen should arrive prior to 4:30 p.m.

On-Site Clinic
Doctor's Park Building
9600 Baptist Health Drive, Suite 260
Little Rock, AR
501-312-8844

Immunizations and Tuberculin Testing

Students are to provide documentation of current Tuberculin skin tests and required immunizations. Immunizations and Tuberculin Testing documents are due by the 1st day of class. Immunizations and testing must remain current throughout enrollment. Failure to provide proof of current immunizations and testing may result in suspension from campus and school activities. Immunizations: Required immunizations are:

- Measles, mumps, rubella (MMR) - students born before January 1, 1957 are required to provide proof of one (1) MMR: students born after January 1, 1957 must provide proof of two (2) MMR's. In the event an individual chooses to provide a titer for MMR: a copy of the positive titer results showing immunity to all 3 (measles, mumps, & rubella) must be submitted.
- Varicella (Chickenpox)- documentation of 2 doses separated by 28 days or documentation of immunity to disease by results of a titer;
- Tetanus- injection must be dated within the last 10 years;
- Hepatitis B series- all students must have:
 - a) Started the first injection of the series or;
 - b) Completed the Hepatitis B series or;
 - c) Signed a waiver or;
 - d) Submitted positive titer results.
- The influenza immunization is required annually for all enrolled students.
- Tuberculin (TB) Testing- A tuberculin skin test must be submitted by the 1st day of class. Results of TB skin test may not be more than 30 (thirty) days old on the first day of class. A student or applicant with a positive Tuberculin Skin Test is referred to the Arkansas Department of Health or a private physician for follow through care.

Student Health Insurance

Students accept responsibility for personal health coverage and all related expenses. All students are strongly recommended to have personal health insurance while enrolled as a student at BHCLR. Many affordable options exist for students. For information on some of the options, please visit the following website or contact Student Services. 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. Following an injury, BHCLR may require a medical clearance from a student prior to attending learning experiences.

Student Liability Insurance

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

www.hpsso.com

www.nso.com

www.americanprofessional.com

Health Insurance Portability and Accountability Act (HIPAA)

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

Holidays/ Breaks/ Vacation

BHCLR 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. See academic calendar for additional information.

Honors

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

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

Identification Badge

Each BHCLR student is identified by a student identification 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 access.

Students receive a photo identification (ID) badge, free of charge, on first entry to school. An Identification badge is required to receive school services.

Students who are not wearing an ID badge shall be directed to retrieve their own badge, obtain a new badge and pay the required fee, or obtain a temporary identification badge.

Students may obtain a temporary identification badge, valid for one day, for purposes of attending class. Students may request a BHCLR temporary identification badge from the front desk during business hours, Monday through Friday 7:00 AM - 5:00 PM.

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 “F” 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.

Incomplete “I” grades can result in a student not meeting the Financial Aid SAP policy. See the Financial Aid SAP Policy in the Student Finance and Financial Aid section in this handbook.

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 “F” 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.

Information Provided to the Public

Information provided to the public by BHCLR 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 appropriate school official that specifies information to be released. All applicable fees must accompany the request or the information shall not be released.

Jury Duty

Students are provided reasonable accommodation to serve jury duty. When summoned, the student contacts the Program Director, Coordinator, or designee. The student must provide either written evidence or a verbal notice to an appropriate Program Director, Coordinator, or designee within two (2) business days after the receipt of the summons.

Personal Electronic Communication

Email

BHCLR provides student email services for all enrolled students. BHCLR email is the official means of electronic communication with students. Important school related information will be sent to individual email accounts. Students are responsible for regularly reading email messages. Although BHCLR does not regularly monitor student email we reserve the right to review email for appropriate usage and behavior. BHCLR reserves the right to deny email service to any student at any time. Email correspondence is not a secure confidential means of communication and at no time may a student send confidential patient, student, or employee information via email. In the use of the email services, a student's behavior and actions must comply with the Baptist Health Code of Ethical Conduct. The student email services 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 email service to threaten or harass any person. A user must cease sending email messages if the aggrieved user makes a request for such cessation.

Cell Phones

Use of cell phones to make or receive telephone calls or to send and receive text messages is prohibited in the classroom, skills lab, or clinical areas unless approved by faculty for learning purposes. Use of cell phones is limited to break and meal times in off stage areas only. Conversations should not be so loud as to be distracting to others. Cell phones may never be used to transmit Protected Health Information, whether by text message, video, or verbally. Use of cell phones to display obscene or sexual text messages or photographs is prohibited. Students engaging in any of the behaviors listed can receive corrective action up to and including dismissal.

All electronic devices must be set for no audible alert, including vibration, so as to not disturb others.

Photographs

Taking photographs of patients and/or their family members is prohibited. Students engaging in such behavior are subject to dismissal.

Personal Computers

Personal computers are not to be used in clinical areas.

Social Networking

Students may not transfer or post Protected Health Information, sensitive business information, or confidential information via any personal electronic device or on any social networking site such as Facebook, Twitter, Instagram, Yahoo Personals, or any other similar website or blog. Students should be discreet in posting images or information of a negative nature. Nonadherence can result in corrective action up to and including dismissal.

Petition for Clemency

Students who have been absent from study at BHCLR for a minimum of four consecutive years and have a desire to reenter a program of study may petition for clemency for their previous educational experience at BHCLR. To be considered for clemency the student must meet all

criteria below:

1. Be absent from study at BHCLR for a minimum of four consecutive calendar years.
2. Submit a completed petition with a detailed explanation for their previous educational cycle. The petition should also include rationale as to why they should be allowed to reenter the programs of study. Documentation should be submitted to the Dean or Program Director.
3. Meet any additional academic requirements set by the academic Dean or Program Director regarding their petition.

Approval of clemency is neither automatic nor guaranteed. The petition for clemency will be reviewed by the Dean or Program Director and the Chancellor at BHCLR. Approval of clemency allows that the petitioner is eligible to apply to the program of study. Approval of clemency does not guarantee selection or placement into the program of study. Applicant selection will be determined by the appropriate selection committee. See the Financial Aid Satisfactory Academic Policy (SAP) for Financial Aid eligibility. Clemency is noted on the official transcript as detailed in the petition.

Photo Option

Baptist Health College Little Rock (BHCLR) students and graduates extend individual consent and permission to the school for use of photographic opportunities. BHCLR 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. BHCLR 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 BHCLR, 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 opportunities by notifying the BHCLR Enrollment Coordinator. Personnel at BHCLR will make a reasonable effort to respect a student or a graduate's opt out preference.

Professional Organizations

Several professional organizational activities facilitate student professional development and preparation for professional careers. The BHCLR student is encouraged to select an organization unique to his/her profession and become an active member. For a complete list of professional organizations see the Student Support Services section for each program in the Catalog. This can be found at www.bhclr.edu.

Retention of Materials

Examination documents, materials, and written course work are property of the college and may or may not be returned to students.

Satisfactory Academic Progress and Reentry Standards

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 reenter according to the reentry 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.

Students who have voluntarily withdrawn or have been administratively withdrawn from a program at BHCLR may be eligible to apply for reentry 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 reentry applicants.

1. If a student applies for reentry to begin instruction within one calendar year of the official date of withdrawal, the student may be considered for reentry at a point in the curriculum to be determined by the appropriate selection committee or Program Director.
2. If a student applies for reentry 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.
3. If a student has reentered a program of study and is unsuccessful, the student will no longer be eligible to apply for entry into that same program of study.
4. If a student has reentered a program of study and is unsuccessful, the student will be eligible to apply for entry into a different program of study provided the student meets all admission requirements at BHCLR and for that particular program.

Academic progress will be reviewed at the end of each semester.

Sexual Assault / Harassment

A student who experiences sexual assault or harassment while engaged in a BHCLR learning activity is encouraged to immediately report the incident to the Title IX Coordinator. BH security shall be notified by the school if applicable.

Spiritual Growth at BHCLR

BHCLR offers a variety of opportunities by which a student may enrich and maintain spiritual health. Chapels are located in all BH hospitals and on the school campus. An Academic & Spiritual Counselor is located on the school campus and is available to students.

BHCLR recognizes that healthcare is much broader and deeper than treating only the body. BHCLR seeks to teach a total healthcare approach through the course content: "Spiritual Perspectives in Healthcare." This one-credit hour course is a requirement for each student during enrollment in a BHCLR 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. BHCLR believes spiritual care is not just another option; rather, spiritual care is a priority in the education of healthcare professionals.

Statement on Non-discrimination

The college, in making decisions related to the selection of students and employment of faculty and staff, adhere 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 college complies 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 at Baptist Health College Little Rock.

Statement Regarding Arkansas Department of Higher Education Certification

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course, or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

Student Advisement

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 Counseling Programs

Academic, personal, and spiritual counseling are available to all enrolled students at BHCLR. Appointments are available by contacting the BHCLR Academic & Spiritual Counselor at 501-202-7721. Hospital chaplains, faculty, and administration serve as additional resources for students. Academic advising is provided by school faculty and Program Directors/Coordinators. The counseling relationship and information resulting from conversations are confidential. When the mental or physical health of a student or a patient is at risk or the reputation of BHCLR or BH is at stake, appropriate authorities and professionals shall be contacted.

The counseling philosophy, purpose, expected outcomes, student satisfaction, and resources follow.

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.

2. Purpose

Offer assistance for students' 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 Students develop personally by increased individual awareness of attributes, personal values, aspirations, and areas of needed improvement;
- 3.2 Students clarify personal values, establish goals, and formulate future plans;
- 3.3 Students explore problem situations and consider alternatives and, when possible, achieve a satisfactory coping level; and
- 3.4 Students accept responsibility for conduct and outcomes of personal and professional life.

4. Student Satisfaction

Students are provided the opportunity to provide data related to their level of satisfaction with the counseling program.

5. Resources

Resources are available to students for assistance in achieving optimum personal growth and professional development. These resources include:

- 5.1 BHCLR's Academic and Spiritual Counselor,
- 5.2 Faculty members,
- 5.3 Baptist Health Pastoral Care Department, and
- 5.4 Community agencies and groups.

Student Disabilities Services

BHCLR 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 BHCLR 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. It is the responsibility of the applicant or student to provide the necessary official records and documentation to the BHCLR Academic and Spiritual Counselor three (3) weeks **prior to the semester** in which they are to be enrolled.

Essential function standards are published in the school specific sections of the BHCLR *Catalog*, and in the respective school specific sections of the *Student Handbook*. The catalog and handbooks are available at www.bhclr.edu.

Online students should follow their supervising lab's ADA policy.

Reasonable accommodations for applicants and students with documented disabilities are made, pursuant to federal and state laws. Any applicant or student with a disability who needs accommodations must provide the necessary documentation and request the accommodations prior to the beginning of the semester, term, or course. The appropriate school official shall make the determination regarding reasonable accommodations.

BHCLR personnel are available to advise and counsel applicants and students who qualify under the ADA. To request accommodations, students should provide current documentation that includes:

- A clear and current 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;
- Results of evaluations and requested/suggested accommodations;

- The credentials of the diagnosing professional; and
- Any additional information which would help support and identify the need for requested academic accommodations.

Updated: February 2018 DSS

ADA Grievance Process

The college follows a policy related to internal grievance for prompt and equitable resolution of applicant or student complaints 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 students, on request, from the BHCLR Academic & Spiritual Counselor.

Student Expectations

As a student progresses through the respective program of study in a BHCLR 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 students in their 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 student must quickly adapt to the professional expectations as well as develop the technical skills for the chosen healthcare career.

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 BHCLR 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.

Student Grievance/ Complaint Procedure – External

A student may file a complaint with the respective licensure or accrediting agency associated with the school of enrollment. Contact information is provided below.

Institutional Accrediting Agency:

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N.
Falls Church, Virginia 22043
Attention: Executive Director
Phone: 703-917-9503
Fax: 703-917-4109

State Certifying Agency:

Arkansas Department of Higher Education (ADHE)
423 Main Street, Suite 400
Little Rock, AR 72201
Phone: 501-371-2000

Programmatic Accrediting Agencies:

School of Radiography
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300
Fax: 312-704-5304

School of Nuclear Medicine Technology:

Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)
820 West Danforth Rd, Suite #81
Edmond, OK 73003
Phone: 405-285-0546
Fax: 405-285-0579
Email: mail@yrnmet.org

School of Histotechnology:

National Accrediting Agency for Clinical Laboratory Science (NAACLS)
5600 N. River Road, Suite 720
Rosemont, IL 60018
Phone: 773-714-8880
Fax: 773-714-8886

School of Medical Technology:

National Accrediting Agency for Clinical Laboratory Science (NAACLS)
5600 N. River Road, Suite 720
Rosemont, IL 60018 – 5119
Phone: 773-714-8880
Fax: 773-714-8886

School of Occupational Therapy Assistant:
Accreditation Council for Occupational Therapy Education (ACOTE)
C/o Accreditation Department
American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200
Bethesda, Maryland 20814-3449
Phone: 301-652-2682 (AOTA)

School of Sleep Technology:
Commission on Accreditation of Allied Health Education Programs (CAAHEP): Committee on
Accreditation for Polysomnographic Technologist Education (CoA PSG)
CAAHEP
25400 US Hwy 19 North, Suite 158
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
Website: www.CAAHEP.org

Committee on Accreditation for Polysomnographic Technologist Ed. (CoA PSG)
1711 Frank Avenue
New Bern, NC 285
Phone: 252-626-3238
Web: www.coapsg.org

School of Surgical Technology:
Commission on Accreditation of Allied Health
Education Programs (CAAHEP)
25400 Hwy 19 North, Suite 158
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
Website: www.CAAHEP.org

Accreditation Review Council on Education in Surgical Technology & Surgical Assisting
(ARC/STSA)
6 W. Dry Creek Circle, Suite 210
Littleton, CO 80120
Phone: 303-694-9262
Fax: 303-741-3655
Website: www.arcstsa.org

The Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N
Falls Church, VA 22043
Phone: 703-917-9503

Fax: 703-917-4109

Schools of Nursing:

State Approval Agency:

Arkansas State Board of Nursing

University Tower Bldg. Suite 800

1123 South University Avenue

Little Rock, AR 72204-1619

Attention: Director of Nursing Education

Phone: 501-686-2700

Fax: 501-686-2714

Programmatic Accrediting Agency

Accreditation Commission for Education
in Nursing (ACEN)

3343 Peachtree Rd. NE, Ste. 850

Atlanta, GA 30326

Phone: 404-975-5000

Fax: 404-975-5020

Student Grievance Procedure – Internal

BHCLR recognizes that both the 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 BHCLR 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.

At each grievance level, the school official(s) has two outcome options:

1. No relief given and decision at lower level is confirmed, or
2. Relief given and detailed by the school official(s).

At each grievance level, the student has two response options:

1. Accept the decision and end the grievance procedure, or
2. Do not accept the decision and continue the grievance procedure until all steps are exhausted.

If a student accepts the decision at any level of the grievance procedure, the student will not be eligible to forward the grievance to a higher level at a later date.

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 through Student Services. Submit the completed form to the respective Dean*. The 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 Dean*, the student will request in writing to continue the grievance procedure to the Chancellor for Education* at BHCLR. The Chancellor* will review the situation and reach a decision.

Level Four: Grievance Panel Hearing**

If the student wishes to appeal the decision of the Chancellor*, the student will request in writing to continue the grievance procedure. The Academic and Spiritual Counselor will convene a grievance panel. The grievance panel will be composed of three faculty members, a student representative, and one representative of the administrative or student services staff. 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 the above two parties, the student may contact the appropriate Dean* and complete a formal grievance form, available through Student Services. The 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 Dean*, the student will request in writing to continue the grievance procedure to the Chancellor for Education* at BHCLR. The Chancellor* will review the situation and reach a decision.

Level Four: Grievance Panel Hearing**

If the student wishes to appeal the decision of the Chancellor*, the student will request in writing to continue the grievance procedure. The Academic and Spiritual Counselor will convene a grievance panel. The grievance panel will be composed of three faculty members, a student representative, and one representative of the administrative or student services staff*. The school personnel named in the administrative grievance cannot serve on the grievance panel. A chair from the selected group will be appointed, and 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 Honor Code

BHCLR recognizes that education of healthcare professionals must take place in an atmosphere that leads to professionalism and competence in the chosen field. The honor code has been incorporated into the overall educational experience and focuses on our values of service, honesty, respect, stewardship and performance.

Students are expected to abide by the honor code, applying it to all aspects of student life. Documented and confirmed evidence of a student's failure to abide by the student honor code will result in appropriate corrective action.

1. Being truthful and honest;
2. Submitting written assignments which contain/reflect independent effort;
3. Safeguarding 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).

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 BHCLR's control.

Student Professional Development

BHCLR promotes the development of students in order to assume the role of a value-driven, healthcare professional. The student is guided in building characteristics associated with professional practice and being a contributing member of the community. Some important aspects of that development include: the values of honesty, service, stewardship, performance and respect; the social attributes of attitude and teamwork; and the personal characteristics of ethical conduct and moral character. The Student Development Committee, comprised of student and faculty representatives from all of the BHCLR programs, serves as a resource for student professional development.

Baptist Health Sponsored Blood Drives

Baptist Health supports blood drives which are sponsored by the Arkansas Blood Institute. Students are given the opportunity to participate. Blood donation is considered to be a community service.

Community Service

As part of personal and professional student development, some programs 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.

Student Records

Baptist Health College Little Rock (BHCLR) records related to applicants, students, non graduates, and graduates are secured, maintained and managed as confidential documents. BHCLR complies with all regulations administered by the US Department of Education. Family Policy Compliance Office (FERPA office), the Veterans Administration, the Internal Revenue Service, United States Public Health Service, the State Department, and all institutional and programmatic accrediting bodies.

All information received becomes the property of BHCLR. Access, by the student or graduate, to any portion of the Student Record is requested in writing. Access to the Student Record may be

extended to a party of the student's choosing according to FERPA guidelines. Access will be made possible during a scheduled appointment with the Registrar.

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 a 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 necessary parties if the information is needed to protect the health and safety of the student or other individuals, or in accordance with the Patriot Act.
7. To others who have a verified "Need to Know."

Student Records: Correction

A student has the right to request that records be corrected that he/she believes 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 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 BHCLR. 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 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 Records: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of the student's educational records. Student educational records are considered confidential and may not be released to anyone other than the student without the written consent of the student; this includes the student's parents and/or spouse. Some information, termed 'directory information' may be released without the student's written permission. Directory information at BHCLR may include a student's name, address, phone number, dates of attendance, degrees received, major program, e-mail address, etc. (see BHCLR Catalog for a full list of directory information). Students do have a right to request that directory information be withheld as confidential. The request will be honored for one full year. A new request should be submitted each year.

The form to release information to someone other than a student or withhold the disclosure of directory information is available in Student Services and on www.instituional website.

Student Records: BHCLR Transcript

1. Official and unofficial transcripts are issued within 5 business days of receipt of a written request, provided there are no holds on the student financial account.
2. Transcript request forms are available at the Student Services office and on the BHCLR website, and are submitted to the BHCLR business office for processing. A transcript for

the student, graduate or non-graduate is not issued if there is an outstanding financial obligation to BHCLR or Baptist Health or outstanding library holdings.

3. Official transcripts contain the BHCLR seal, the Registrar's signature, and are sealed in an envelope stamped official.
4. Official transcripts may be picked up in person by the student, sent electronically by EDI/SPEEDE, 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. BHCLR academic transcripts are maintained indefinitely.

Grade Reporting: BHCLR Transcript

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's requirements; general education courses that are required for a particular program; and credit by exam or 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 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.
5. 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.
6. Possible Transcript Grades and Grade Value Point

Grade	Value Point	Grading Scale	Interpretation
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

7. 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 located in the Catalog and on the BHCLR website.
8. Calculating Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

Semester Grade Point Average Calculation

The semester GPA statistic reflects all BHCLR 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 BHCLR course grades that the student has completed in the program of study. The cumulative GPA may also include required general education course grades depending on 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 the professional major or discipline to be studied.

BHCLR Course Codes

HT	Histotechnology
MLS	Medical Laboratory Science
NM	Nuclear Medicine
NSG.....	Registered Nursing
BOTA.....	Occupational Therapy Assistant
PNSG	Practical Nursing
RADG	Radiography
SLPT	Sleep Technology
ST.....	Surgical Technology

SP or SPRN.....Spiritual Perspectives

University of Arkansas - Pulaski Technical College Course Codes:

ENGL..... English
BIOL.....Biology
SOCIO..... Sociology
PSYC..... Psychology
HLSC..... Health Sciences/Nutrition
CHEM..... Chemistry
CIS.....Computer Concepts
MATH..... Mathematics

- 10. The course title, description, and number sequence reflect the nature of the specific content, frequency of class offerings, professional major, classification of the student, and the credit hour value of the course. The numbering system for courses in a program of study offered provides the following information: the first number is the curriculum level of study; the second is the course code; and the third and fourth numbers are the number of credit hours.

- 11. An established minimum is utilized when calculating credit hours for all courses offered at BHCLR:
 - Theory: one (1) credit hour = 15 clock hours
 - Skills Laboratory (SL): one (1) credit hour = 30 clock hours
 - Clinical Laboratory: one (1) credit hour = 45 - 60 clock hours (program specific)

Student Rights and Responsibilities

BHCLR prepares 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.

- Right:** A student has the right to be informed of faculty expectations for each course.
- Responsibilities:** A student has the responsibility to review faculty expectations for each course, seek clarification from faculty when needed, and fulfill faculty expectations for each course.

- Right:** A student has the right to be informed of policies and processes.
- Responsibilities:** A student has the responsibility to familiarize self with policies, be alert for posted or emailed policy changes and new policies, seek clarification of policy intent, suggest changes through appropriate channels, foster professionalism, and abide by established policies and processes.

- Right:** A student has the right to participate in planning, implementation, and evaluation activities of the school.

Responsibilities: A student has the responsibility to serve actively on BHCLR committees as appointed; gather data and share views with peers and faculty; maintain confidentiality; follow official lines of authority and communication; and share ideas, comments, reactions, and suggestions.

Right: A student has the right to environmental comfort, safety, and cleanliness.

Responsibilities: A student has the responsibility to adhere to safety codes, maintain orderliness and cleanliness of the environment, and protect property.

Right: A student has the right to voice opinions.

Responsibilities: A student has the responsibility to inform self of all aspects of the issue, formulate opinions based on facts, and express opinions in an appropriate manner.

Right: A student has the right to fair and impartial application of grading policies.

Responsibilities: A student has the responsibility to maintain standards of academic performance for each learning experience, strive constantly to broaden own knowledge base, transfer previous learning, and learn content of each course.

Right: A student has the right to confidentiality.

Responsibilities: A student has the responsibility to fulfill the need for confidentiality of others and develop communicative patterns which reflect confidentiality.

Right: A student has the right to participate in activities which promote personal and professional growth of self and peers.

Responsibilities: A student has the responsibility to familiarize self with professional, cultural, social, religious, and student activities; seek opportunities for decision making, independent judgment, and self-direction; utilize available advisement and counseling services; maintain personal health; and promote wellness practices.

Right: A student has the right to quality education.

Responsibilities: A student has the responsibility to attend all scheduled learning experiences, prepare in advance for all scheduled learning experiences, and maximize all learning opportunities.

Right: A student has the right to the grievance process, exceptions are a course remediation outcome and administrative suspension for investigation, in which case grievances may not be filed.

Responsibilities: A student has the responsibility to familiarize self with grievance processes, seek clarification of grievance processes, and be alert for posted changes in grievance processes.

Transfer Credits or Advanced Placement into BHCLR

Transfer of credits or advanced placement requests will be reviewed on an individual basis by the Registrar and the appropriate Academic Program Director/Coordinator. In evaluation of transferability of credits the following will be considered: the currency, comparability, relevancy to program, calculation of credit hours used by the institution, and grade earned for the course. In

addition, the accreditation status and academic strength of the transferring institution are considered. Credits accepted for transfer will be recorded on the student's transcript. 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. Total credit hours for the respective program of study may vary depending on accepted transfer credits.

General Education Courses

General Education courses at BHCLR are taught through University of Arkansas - Pulaski Technical College. Accordingly, University of Arkansas - Pulaski Technical College's course descriptions and credit hours are the basis for comparison when evaluating general education coursework from other institutions. The Arkansas Course Transfer System (ACTS) assists in this evaluation process by comparing general education courses offered at University of Arkansas - Pulaski Technical College to courses offered at other public colleges and universities in the state of Arkansas.

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

Credit by examination may also be considered in the transfer of certain general education courses. Credit may be obtained through the College Level Examination Program (CLEP) and the Advanced Placement Program (AP) exams. BHCLR uses the following policies for awarding transfer credit by examination to students:

Transfer credit may be awarded for courses that have received CLEP or AP credit from a regionally accredited institution.

Students must be currently enrolled at BHCLR before CLEP or AP credit can be posted to the transcript.

CLEP credit may be awarded for Chemistry, College Algebra, Computer Concepts, English Composition, Psychology and Sociology.

AP credit may be awarded for Chemistry, English Composition and Psychology.

No grade is awarded for credit, and credit is not calculated in the grade-point average (GPA).

Credit will not be awarded if the class has been taken and a grade of "C" or better has been earned.

Official CLEP score reports must be submitted to BHCLR.

Official transcripts showing AP credit awarded by a regionally accredited institution must be submitted to BHCLR.

Additional information concerning credit by examination policies, tests accepted and required scores is available on the BHCLR website, or by contacting the registrar.

Professional/Technical Courses

The Registrar will work with the appropriate Academic Program Director/Coordinator to evaluate courses for transferability into the programs of study. BHCLR will review 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 to be considered for transfer. Applicants requesting to transfer courses from other institutions must provide an official transcript and course descriptions to the school.

Transfer of BHCLR Credits

BHCLR courses may not transfer to some institutions. The transfer of a BHCLR course/certificate/degree credit is determined by the receiving institution.

Transportation

Transportation is the responsibility of the student. A student without transportation to a scheduled learning experience and who is absent because of the situation may receive corrective action.

Visiting During Clinical 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.

Withdrawal

Student Withdrawal (W)

Withdrawal from BHCLR is a voluntary option to students up to the last day to withdraw as published on the BHCLR Academic Calendar. Students may withdraw from studies by completing an Administrative Request Form available in Student Services. A student cannot voluntarily withdraw during suspension for investigation or if dismissal is pending. The student's last day of attendance will be used as the withdrawal date.

Administrative Withdrawal (WX)

Administrative Withdrawal is when BHCLR withdraws a student from the program of study. This action is taken when a student fails to meet the minimum academic or conduct requirements for progression, promotion or graduation. In addition, an absence of five (5) consecutive school

days without notification may result in Administrative Withdrawal.

Withdrawal status is reflected on the official BHCLR transcript.

CAMPUS LIFE

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. Individuals bringing animals into the building will be asked by faculty and staff to remove the animals from the building. Security will be notified if animals are not removed promptly.

Bulletin Boards, Signs, and Posters

Information related to BHCLR class or campus activities is posted on designated bulletin boards. No signs or posters are permitted on painted, glass or wooden surfaces.

The Coordinator of Campus and Financial Services or designee must approve anything other than official school postings on the BHCLR campus, including in the main lobby. School administration reserves the right to remove any communication or posting.

New and revised policies are distributed via electronic mail notification. This distribution serves as official notification until new policies are published in the next printing of the official school document(s) and/or publications.

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.

Computer Laboratory

The laboratory accommodates 90 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.

Emergency Management

The BHCLR Emergency Response Manual identifies procedures used by the Emergency Response Team to comprehensively address specified emergency conditions. Students, employees, visitors, and any other individuals on campus during an emergency situation are expected to immediately comply with the directions of the Emergency Response Team.

Fitness Center

Students as well as employees are eligible to join the BH Fitness Center. A membership fee is charged. Call the fitness Coordinator at 501-202-7628, for more information.

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.

Inclement Weather

Classroom and clinical learning experiences may be cancelled during inclement weather or an inclement weather delay may be declared. Baptist Health College Little Rock (BHCLR) may act in concert with the University of Arkansas – Pulaski Technical College (UA – PTC) in campus closings due to inclement weather.

DEFINITIONS:

Inclement Weather Watch: No scheduled classes, skills laboratory or clinical learning experiences will begin before 8:00 AM. This allows time for BHCLR to make an informed decision regarding expected inclement weather. BHCLR Administration will make a decision regarding the status of the campus by 6:00 AM. An Inclement Weather Watch is an internal status. Students and employees are notified via email, text and website.

Delayed Opening: Classes, skills laboratory and clinical learning experiences are delayed until 10:00 AM. Students and employees are not expected to report for any learning experience or work until 10:00 AM. A Delayed Opening will be a public status. Students and Employees are notified via email, text, website and KARK Channel 4.

Closed Campus: All classes, skills laboratory and clinical learning experiences are cancelled. Students and employees are not expected to report for class or work. A Closed Campus is a public status. Students and Employees are notified via email, text, website and KARK Channel 4.

Process:

1. In the event of a Closed Campus, students will not be counted absent and make-up activities will be scheduled at the faculty's discretion with no make-up fees incurred by students.
2. If there is a possibility of inclement weather and BHCLR is open, students are expected to report to classroom or clinical learning experiences at the expected/assigned time. BHCLR 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 make-up activities will be scheduled at faculty's discretion following the make-up policy.

Learning Resource Center

The Learning Resource Center is available for student use. Students have access to computers, the internet, and a wide variety of computer software programs. The Learning Resource Center is located in Room 1300 on the BHCLR campus.

Libraries

Students and faculty have access to the resources at the BHCLR Library. This library offers services in the support of student learning. Additionally, students can access certain library services by clicking the Moodle icon on the school's website at the www.bhclr.edu.

Students have access to the following additional library services:

1. A.W. Young Library at Shorter College, North Little Rock, Arkansas.
2. University of Arkansas - Pulaski Technical College, North Little Rock, Arkansas.
3. Central Arkansas Library System (CALIS), Little Rock, Arkansas.
4. Donald W. Reynolds Library and Technology Center at Philander Smith College, Little Rock, Arkansas.
5. University of Arkansas for Medical Sciences Library, Little Rock, Arkansas.
6. Ottenheimer Library at the University of Arkansas at Little Rock, Little Rock, Arkansas.
7. Torreyson Library, University of Central Arkansas, Conway, Arkansas

Notes: The libraries listed above will allow you to use materials in the library, but you will not be able to check out materials unless you qualify for library privileges.

Lockers

Students on the BHCLR campus may request a locker through Student Services or through the BHCLR website. A lock is the student's responsibility.

BHCLR is not responsible for items in lockers and will cut locks and dispose of locker contents if items are left in a locker after an individual is no longer enrolled in a BHCLR program of study, or items are placed in an unassigned locker. If a zip tie is still on a locker 60 days after a locker assignment has been given, the locker will be considered vacant and the assignment will expire.

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 administration.

4. Police officers, with court approved search warrants, may search lockers in the presence of a member of administration.
5. A student/graduate must empty the locker and remove the lock upon discontinuance of study. Items remaining in the locker will be removed, and discarded after two (2) weeks.

Loitering

Any individual observed on BHCLR campus, not wearing an ID badge nor doing legitimate business shall be asked to leave the premises. Refusal to leave shall result in a 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 an established process. Items found on college property and not claimed within 30 days, become the property of BHCLR. Found items are maintained at the receptionist desk located on the BHCLR campus at Colonel Glenn.

Parking and Driving

General policies related to parking and driving on the BHCLR campus and affiliated clinical properties follow.

1. Parking space is provided for all BHCLR 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 the beginning of a clinical laboratory assignment.
2. Parking tickets will be issued for the following infractions and will carry a fine. Fines must be paid within thirty (30) days of issuance date.

- Parking decals not visible or not 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

3. 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.
4. A student parking decal must be affixed and displayed on the motor vehicle as directed by Campus Security. Scotch taped decals or other adhesive not on the decal are not acceptable.

5. Campus wide maximum driving speed is ten (10) mph; students observed speeding shall be ticketed, fined and subject to corrective action.

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

Handicapped Only - motor vehicles must have a disability license plate or card, which is issued to the driver, 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.

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

Security

The BH practice and policy is to do whatever is necessary to safeguard 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 it is necessary to leave the premises after dark, if possible, leave in groups. If leaving alone, call security by dialing "0" on campus phones, located in the hallways, and request that the security van patrol the area where the car is parked. Each student is advised to follow general safety practices.

Separate Classroom

The BHCLR-School of Occupational Therapy Assistant maintains a separate classroom located in a house at the Baptist Health Barrow Road Center, 900 John Barrow Road, Little Rock, AR, approximately four miles from the BHCLR Main Campus. The separate classroom contains a traditional classroom and skills lab space as well as all the amenities of a regular home, providing a realistic environment for students as they practice skills pertinent to the profession of occupational therapy. The Barrow Road Center is in close proximity to the BHCLR Main Campus, allowing students to access amenities such as Student Services and faculty offices located on the Main Campus.

Solicitation

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

1. Administrative approval or invitation is required prior to any contact with employees or students;

2. External firms, vendors, businesses or agents are not allowed to solicit on school campuses, over telephone or by use of any other technology;
3. Passing out leaflets, pamphlets, or fliers on any campus property including the parking lot and/or the placing of such on bulletin boards is prohibited;
4. Students must obtain prior approval from Administration prior to any fundraising activity; and
5. Students do not solicit funds, gifts, coupons, or favors on behalf of the school unless all such activities and projects are approved by the class sponsor and designated administrative official.

Tobacco Free Environment

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 a tobacco free environment. Students are expected to abide by policies related to a tobacco free environment.

In addition, Baptist Health has a nicotine free policy which impacts employment eligibility in the organization.

Disciplinary measures and/or fines are determined when a student chooses to not comply with the Baptist Health No Smoking Policy and Arkansas Law.

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

STUDENT FINANCE AND FINANCIAL AID

Auditing

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) is approved by the respective institution's teaching faculty. Neither credit nor a final grade is given for courses audited. Audit expenses for all BHCLR courses include 100% of the costs of associated tuition and fees.

Checks: Student Personal

BHCLR 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 expenses 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), and 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 of Study

Total cost of the respective program is published on the respective program's cost plan located in the program information area at <http://www.instituional website/student-services/accounts/>. The cost is subject to change without notice pending variations in expenses associated with overall operation of the school.

Delinquent Accounts

1. All BHCLR student/graduate services, including final grades, will be withheld from individuals who are not in good financial standing.
2. Any Admission application submitted by an individual that is not in good financial standing will not be eligible for consideration.
3. An individual not currently enrolled who has an outstanding balance will be referred to Professional Credit Management, Inc. for collection.
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 BHCLR student/graduate services, including but not limited to transcript requests must be participating in an approved payment plan as outlined by BHCLR.

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. A 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 the student will be administratively withdrawn.

Fines

Campus appearance, facility cleanliness, and operational learning equipment are important to the school's image of excellence. It is each student's responsibility to share in maintaining this image by keeping the parking area and facility free of trash; clearing student activity center tables after use; using learning equipment appropriately; and driving within posted speed limits. 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 Coordinator of Campus & Financial Services 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.

Nelnet Payment Plan

A student participating in Nelnet Payment Plan for payment to the 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 a student's balance. The individual will be notified by Nelnet via e-mail of this adjustment.

A student enrolled in the Nelnet program will be subject to all policies of BHCLR related to payment of financial obligations. Should a student's 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 5:00 pm on the tenth business day and must apply for reentry if eligible.

For example: A student's Nelnet account is put on hold on Monday, August 1st. If no arrangement has been made the student will be placed on financial suspension the following Monday, August 8th. If no arrangement has been made by 5:00 pm Monday, August 15th, then student will be administratively withdrawn.

Should an insufficient fund situation occur, a second attempt at redrafting the payment will be made on the 20th of the month. Should the second attempt fail, financial suspension will occur and the Nelnet agreement will be 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.

Registration

Continuing students that are eligible to register will do so according to their individualized educational plan and/or the prescribed curriculum for their 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 the next course or to a higher level of learning in the program, to graduate, or to be issued a BHCLR transcript.

Student Discounts

A student receives the 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 and Responsibility

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.

An individual anticipating registration and enrollment in a BHCLR 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 arrangements for payment of financial obligations. Students must not have outstanding financial obligations to Baptist Health or BHCLR 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 other applicable institutions 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.

The student/applicant must pay in full or make payment arrangements through Nelnet by the last published payment date. 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 administratively withdrawn.

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 BHCLR 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 program's definition of "Good Standing."

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

Student Financial Aid

The BHCLR Financial Aid Office provides several options to assist students in meeting educational expenses. Qualified students are eligible to receive assistance through the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loans, Baptist Health Foundation Scholarships, Baptist Health Academic Scholarships, Arkansas Academic Challenge*, Veteran's Education Benefits, Workforce Investment Act, and Arkansas Rehabilitation Service. Interested applicants should visit the financial aid page of the BHCLR website for a comprehensive listing of aid available.

To apply for federal financial aid, visit www.fafsa.ed.gov. The BHCLR Title IV school code is 031052. Early application submission is strongly encouraged.

Students who are concurrently enrolled as General Education Prep in the RN Traditional Track are concurrently enrolled at UA-PTC and will receive all aid through the BHCLR Financial Aid Office.

**Arkansas Academic Challenge Scholarships are limited to students in the nursing program.*

DEGREE PROGRAM	PARTNER	WEBSITE	PHONE
Medical Laboratory Science*	ATU	www.atu.edu	479-968-0399
	Harding University	www.harding.edu	501-279-4257
	Henderson State	www.hsu.edu	870-230-5148
	Ouachita Baptist	www.obu.edu	870-245-5570
	UCA	www.uca.edu	501-450-3140
	Louisiana Tech University	www.latech.edu	318-257-2641
	Missouri Southern State University	www.mssu.edu	866-818-6778
	Mississippi State University	www.msstate.edu	662-325-2323
	Southern Arkansas University	www.saumag.edu	870-235-5050
Nuclear Medicine*	UCA and SAU	www.uca.edu www.saumag.edu	501-450-3140
Radiography*	UCA HSU	www.uca.edu www.hsu.edu	501-450-3140 870-230-5148
Occupational Therapy Assistant*	UA-PTC	www.pulaskitech.edu	501-812-2289

Several BHCLR 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.

** 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 BHCLR Financial Aid office.

For additional information contact: Financial Aid Office by phone 202-7486, by Fax 202-7875, or email financialaid@bhclr.edu.

Student Financial Aid Satisfactory Academic Progress (SAP) Policy

Federal regulations require that a student receiving financial aid must meet and maintain satisfactory academic progress (SAP). Progress is measured qualitatively and quantitatively and

is monitored each semester. All students enrolled at BHCLR who receive financial aid through any Title IV programs must meet the SAP requirements defined below:

Repeated Course Work

Courses that you have successfully completed may not be considered in determining your enrollment status for federal financial aid.

Cumulative and Term Grade Point Average

A student must earn a cumulative and term grade point average (GPA) of 2.0 or greater consistent with the institution’s academic standing policy

Completion of Courses

If a student does not pass the minimum required hours, they will not meet SAP. A student is considered to be meeting SAP when they pass all courses within a semester. The following grades will not be considered as hours earned “WX”, “W”, “NC”, “I”, “F”, “D”. However, they will count as attempted hours.

Semester Hours Attempted	Required Minimum Hours Earned
12 or more	9
9-11	6
6-8	3
1-5	Must complete all hours attempted

Maximum Time Frame to Complete a Program (excludes all reentry programs)

The maximum time frame allowed for a student at BHCLR to complete a program of study shall be limited to 150% of the program’s required timeframe. Courses previously taken by reentry students are included in these requirements. Students who do not meet this compliance requirement will not be eligible to receive federal financial aid.

The following chart explains the timeframes allowed in the Baptist Health educational programs:

Program	Semester or Payment Period Requirements	Allowable Semester or Payment Periods
Histotechnology	2	3
Surgical Technology	2	3
Sleep Technology	2	3
Radiography	4	6
Nuclear Medicine Technology	2	3
Medical Laboratory Science	2	3
PN	2	3
RN Traditional	5	8
RN Accelerated	2	3

Financial Aid Warning

Satisfactory Academic Progress (SAP) will be reviewed at the end of each semester. Those

students not meeting the requirements will be placed on Financial Aid Warning during the following semester of BHCLR enrollment and will receive a letter of SAP warning. No appeal of warning is necessary. The student may continue to receive federal financial assistance during the warning period.

Satisfactory Academic Progress (SAP) Status

Students not meeting the minimum SAP requirements after the financial aid warning period will be placed on an ineligible SAP status and will receive a SAP letter stating they have lost their eligibility to receive federal and state financial aid. A student will stay on an ineligible SAP status until the student has completed the required coursework and/or GPA to put them into compliance with BHCLR's SAP policy or have an approved SAP appeal.

Appeals to the Satisfactory Academic Progress Policy

Students may appeal BHCLR's ineligible SAP status by completing a Financial Aid Appeal Form, which can be printed from the BHCLR Financial Aid website. All appeals and documentation must be submitted to the BHCLR Financial Aid Office. A student can appeal if they can demonstrate and document unusual or extenuating circumstances as to why they did not meet the minimum requirements of the SAP Policy. The appeal must include: why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. The appeal will be reviewed and a decision made by the Financial Aid Satisfactory Academic Progress Appeal Committee. The committee may request additional documentation before reaching a decision. Students will be notified in writing of the results of the appeal. **The committee's decision is final.**

Financial Aid Probation

A student who appeals this ineligible SAP status can be placed on Financial Aid Probation for one semester if the student's appeal is approved. A student may continue to receive financial assistance during the probation period. If the student does not meet the standards of the policy in one semester, there is no appeal option. The student will not be eligible to receive federal financial aid until the policy standards are met.

Student Organizations' Bank Accounts

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

Student Refund Policy

A student who officially withdraws or is withdrawn from BHCLR 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 BHCLR scheduled learning activity (classroom, skills laboratory, computer laboratory, clinical laboratory, etc.).

REFUND METHODOLOGY:

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 \$200 registration fee, all tuition and fees payable to BHCLR 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, University of Arkansas - 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 in the Student Services office in Suite 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 Federal Direct 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 BHCLR 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 BHCLR 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.

Textbooks

Students are expected to purchase the designated textbooks for each required course in the professional curriculum of study. Expenses associated with purchase of textbooks are the responsibility of the student and are not covered in BHCLR tuition and fees. Required textbooks are identified on the respective course syllabus and may be purchased through Textbook Brokers.

Write Off and Exceptions Policies

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 Coordinator of Campus and Financial Services and approved by the Chancellor. Any approved deviation must be accompanied by appropriate documentation. Any unauthorized deviation will be immediately brought to the attention of the Chancellor and investigated as necessary.
4. Account write-offs will be initiated by the Coordinator of Campus and Financial Services, authorized by the Chancellor and performed by the Chancellor's secretary.

NOTICE

BHCLR forms referred to in the *Student Handbook* are available in Student Services.