



Practical Nursing
Student Guidebook
2023-24

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**The EACC Practical Nursing Program received Full
Approval from the Arkansas State Board of Nursing on
May 18, 2023**

School Information

School Mission Statement

We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

School Vision Statement

Through our service as an academic and economic leader, we will empower students and our community to succeed through business and industry partnerships, cultural enrichment, and educational programming.

School Role and Scope

East Arkansas Community College is a comprehensive two-year college dedicated to meeting the educational needs of its service area. The College is dedicated to being a partner, a resource, a facilitator, and a leader for social and economic improvement and continued growth of our community, region, and state. East Arkansas Community College offers an education program including, but not limited to, technical occupational programs, freshman and sophomore general education transfer programs, specialty courses, continuing education courses, and workforce development to meet the needs of emerging and existing industries. EACC offers both certificate and associate degree programs as well as noncredit training to accomplish this purpose and to support state and regional economic development goals. The college offers a variety of courses and services to support the business and industry and economic needs of our state and region. EACC is a student-centered college focused on meeting the learning needs of the student through strong counseling, guidance, and comprehensive support services. East Arkansas Community College is supported by a millage in its taxing district of St. Francis County. It is governed by a nine (9) member Board of Trustees whose members are appointed by the Governor from among the citizens of the taxing district.

School Core Competencies

The faculty, staff, and students at East Arkansas Community College identified four competencies that every EACC student should master before graduation. Those four competencies are the core to the educational goals of the college and every program is evaluated using the core competencies.

The first core competency is communication. It is expected that every graduate of East Arkansas Community College will be able to communicate effectively and clearly. The EACC graduates will have demonstrated the ability to comprehend written works, write in a clear and effective manner, listen and effectively comprehend the spoken word, organize their ideas and clearly convey those ideas through speech and oration.

The second core competency is critical thinking. Every graduate of EACC will demonstrate the ability to analyze information, interpret graphical and numerical data, demonstrate information fluency, and effectively solve problems.

The third core competency is personal and global awareness. Every graduate of East Arkansas Community College will demonstrate the ability to effectively evaluate their personal knowledge and abilities, learn the

appropriate social skills to be successful in their careers and in life, and be able to manage their personal health and wellness effectively. Every graduate will also have a greater appreciation for the arts and sciences, and will have been given the tools to understand the importance of and to cultivate an appreciation for diversity and global issues.

The fourth core competency of EACC academics is academic proficiency and professional development. It is the goal of East Arkansas Community College to have every graduate of the college demonstrate a practical application of the knowledge learned, to master an adequate amount of technology and computer skills to be successful in their chosen field and in life, to acquire the workplace skills necessary for future success, to develop and maintain a professional attitude, and to become motivated to pursue life-long learning.

These abilities are needed to ensure professional success in the workplace and in future endeavors. Every student that successfully learns these four core competencies will have the tools to succeed and flourish in their future education, their jobs, and their life after EACC.

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East Arkansas Community College -Practical Nurse Program
July 2023
Day by Day

Monday	Tuesday	Wednesday	Thursday	Friday
3 Holiday	4 Holiday	5 Practical Nursing Orientation Parking Tags Student IDs	6 To Be A Nurse (Ch. 5,13) (Pp only) Delegation	7 Basic Ch. 4,5,6 (Nursing Process) Basic 8
10 Test: 5 , 13 Basic 7 & 9	11 Basic 11 Basic 12	12 Test: 7,8,9 Basic 14	13 Test: 11 & 12 Ch. 26 (Nutrition) <i>QMG Week #1</i>	14 No Class
17 Test: 14 -Cassette Data Gathering	18 Data Gathering Demo Skills Review QMG Wk #1	19 Ch. 21 Vital Signs	20 Test: Ch. 26 Quiz: Wk #1 QMG Ch. 21 Vital Signs	21 No Class
24 QMG #2 Ch. 21 Vital Signs and Data Gathering Skills Practice	25 Test: Data Gathering & Neuro Checks Lab Practice	26 Data Gathering and Neuro Check Skills Check Off	27 Skills Check off and Charting	28 No Class
31 Test: Chapter 21 VS Rationale Test Skills Check Off				

**August 2023
Day by Day**

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Vital Signs Skills Check Off QMG #2 Quiz	2 Carry Over (if needed) Study for Basic Fundamentals Final Exam	3 Basic Fundamentals Final Exam	4 Grades Due
7	8	9	10	11
14	15	16	17	18
21 Nursing I Chapter 16 (Inf. Control)	22 Ch. 16 (Infection Control) with skills BSF 6 (Blood)	23 BSF 6 (Blood) QMG Week #3 Ch. 17 (Sterile Procedures)	24 Ch. 17 (Sterile) with skills Antibiotics	25 Labs Available for Skills Practice (16, 17)
28 Test: Ch. 16, 17 Pt. Care (Ch. 19) With Skills	29 Test: BSF 6 Pt. Care (Ch. 20) With skills	30 Quiz: QMG #3 Rationale Ch. 16, 17 Check off	31 Test: Antibiotics Ch. 16, 17 Skills Check off.	

September 2023

Day by Day

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Carry over of skills if needed. Lab Available for Ch. 19, 20 Skills
4 Labor Day – College Closed	5 Test: Ch. 19, 20 Transferring & Positioning (18)	6 Ch. 19, 20 Check offs Rationale QMG #4 Content	7 Ch. 19, 20 Check offs Quiz: QMG #4 *Review Math Conversions	8 Carry over of skills if needed. Lab available for Practice <i>Fenter Physical Therapy</i>
11 Test: Ch. 18 Math Conversions Ch. 34: Oral Meds	12 Ch. 34 Oral Meds Ch. 35 Parenteral Meds	13 Conversions Quiz Ch. 35 Parenteral Meds	14 Tests: Math & Ch. 34 Ch. 32: Alternate Therapies QMG Wk #5	15 Lab Available for Medication Check Off
18 Test: Ch. 35 Rationale Quiz: QMG #5 Medication Admin Check off	19 Test: Ch. 32 Medication Admin Check Off	20 Carry over of Med Check off if needed. Study for Final	21 Nursing I Final Exam	22 No Class
25 Nursing II Ch. 40: Care of the Elderly	26 Ch. 41: Cognitive Disorders of the Elderly *Teepa Snow*	27 Ch. 27: Nutritional Therapy	28 Test: Ch. 40, 41 Ch. 27: Nutrition Therapy with skills	29 Lab Available for Practice of Ch. 27 Skills.

October 2023
Day by Day

Monday	Tuesday	Wednesday	Thursday	Friday
2 Test: Ch. 27 BSF 9	3 Ch. 29: Urinary	4 Ch. 29: Urinary with skills Ch. 27 Skills Check off Rationale QMG #6	5 QMG Quiz #6 Ch. 27 Check off	6 Carry over if needed. Lab Available for Ch. 29 Skills Practice
9 Test: Ch. 29 & BSF 9 (2 Tests) Ch. 30: Bowel Promotion	10 Ch. 30: Bowel Promotion with skills BSF 8	11 BSF 8 Ch. 29 Check off Rationale QMG #7	12 Quiz: QMG #7 Ch. 29 Check off	13 Carry over if needed. Lab Available for Practice
16 ACC Days No Classes	17 ACC Days No Classes	18 Test: Ch. 30 & BSF 8 (2 tests) Ch. 28: Respiratory/O2 Therapy	19 Ch. 28 Resp. Ther. With skills BSF 7	20 BSF 7 Lab Available to practice Ch. 28 Skills
23 Orient to Nursing Homes Test: Ch. 28 & BSF 7 (2 Tests) QMG #8	24 BSF 3 Ch. 38 (Pressure Wounds)	25 Ch. 28 Check Off Rationale QMG #8 Quiz	26 Tests: Ch. 38 & BSF 3 Ch. 28 Check Offs	27 Carry over if needed. Lab Available for practice of enema, ostomy, TED Hose, & Sterile Dressing)
30 Nursing Home Clinical Rotation	31 Nursing Home Clinical Rotation			

November 2023

Day by Day

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Check off: Enema, Ostomy, TED Hose, Sterile Dressing) Rationale QMG #9	2 Quiz QMG #9 Check off: Enema, Ostomy, TED Hose, Sterile Dressing)	3 Carry over if needed. Lab Available for Lab Final Practice
6 Nursing Home Clinical Rotation	7 Nursing Home Clinical Rotation	8 Ch. 16: Emergency QMG #10 Content	9 CPR, Burn, & Stop the Bleed Quiz: QMG #10	10 Lab Available for Lab Final Practice
13 Nursing Home Clinical Rotation	14 Nursing Home Clinical Rotation	15 Test: Ch. 16 (Emergency) Certificates: Stop the Bleed	16 Lab Practice for Lab Skills <i>Instructors Present</i> QMG #11 Content	17 Lab Available for Lab Final Practice
20 Lab Theory Final Exam Check off on all skills. Quiz: QMG #11	21 Check off on all skills.			
27 BSF 13	28 Management (Pp Only) (Not Tested)	29 Test: BSF 13 Study for Final	30 Nursing II Final Exam	

December 2023

Day by Day

Monday	Tuesday	Wednesday	Thursday	Friday
				1 No Class
4 IV Workshop Ch. 25 Fluid and Electrolytes; ABGs	5 Ch. 25 Fluid and Electrolytes: ABGs	6 Ch. 36 IV Solutions and Meds	7 Ch. 36 IV Solutions and Meds Demo Skills	8 Lab Available for IV Skills Practice
11 IV Theory Test (Must pass for Certification) Skills Practice with Instructors	12 IV Skills Check Off	13 IV Skills Check Off	14 IV Skills Check Off *Hand out Tuesdays with Morrie*	15
18	19	20	21	22
25	26	27	28	29

January 2024
Day by Day

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15 MLK Day – College Closed	16 Mental Health Ch. 35: Mental Health Disorders	17 Ch. 35: Mental Health Disorders	18 <i>A Beautiful Mind</i> Psychotropic Medications	19
22 Test: Ch. 35 Ch. 36: Addiction	23 Ch. 36: Addiction	24 Test: Psych. Meds BSF 12 Ch. 54 Neuro	25 Test: Ch. 36 Ch. 54 (Neuro) Neuro Meds	26
29 Mental Health Clinical Rotation	30 Mental Health Clinical Rotation	31 Test: Ch. 54 & BSF 12 Ch. 21 (Pain Management)		

February 2024
Day by Day

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Ch. 57 (Cancer)	2 No Class
5 Mental Health Clinical Rotation	6 Mental Health Clinical Rotation	7 Test: Ch. 57, 21 Ch. 25: Death & Dying	8 Quiz: Tues w/ Morrie Ch. 25: Death & Dying	9 Test: Ch. 25
12 Mental Health Final Exam	13 No Class	14 Nursing III Ch. 42: Care of the Surgical Pt.	15 Ch. 42 Ch. 45: GI	16 Ch. 45 (GI)
19 Test: Ch. 42 Ch. 46: Liver	20 Ch. 46: Liver	21 Ch. 47: Blood & Lymph	22 Test: Ch. 45, 46 Ch. 49: Respiratory	23 No Class
26 Nursing III Clinical and Management	27 Nursing III Clinical and Management	28 Test: Ch. 47 Ch. 50: Urinary	29 Test: Ch. 49 Ch. 50: Urinary	


**March 2024
Day by Day**

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Ch. 53: Sensory Disorder
4 Nursing III Clinical and Management Rotation	5 Nursing III Clinical and Management Rotation	6 Test: Ch. 50 BSF 4 Ch. 44 (Muscles)	7 Ch. 44	8 Test: Ch. 53 Cardiac Meds & Arrhythmias
11 Nursing III Clinical and Management Rotation	12 Nursing III Clinical and Management Rotation	13 Test: Ch. 44 & BSF 4 (2 Tests) BSF 5: Cardiac	14 BSF 5: Cardiac Ch. 48: Cardiac	15 Ch. 48: Cardiac
18	19	20	21	22
25 Nursing III Clinical and Management Rotation	26 Nursing III Clinical and Management Rotation	27 Test: Ch. 48 & BSF 5 (2 Tests) BSF 10 (Repro)	28 Ch. 52 (Repro) BSF 11: Endocrine	29 BSF 11: Endocrine

**April 2024
Day by Day**

Monday	Tuesday	Wednesday	Thursday	Friday
1 Nursing III Clinical and Management Rotation	2 Nursing III Clinical and Management Rotation	3 Test: Ch. 52 & BSF 10 (2 Tests) Ch. 51: Endocrine (Final only)	4 Test: BSF 11: Endo Ch. 51: Endocrine (Final only)	5 Nursing III Final Exam
8 Nursing of Mothers and Children Ch. 31: Basic Peds	9 Ch. 32-1: Peds Diseases	10 Test: Ch. 31 Peds Ch. 32-1: Peds Diseases	11 Ch. 32-2 Peds Diseases Pt. 2	12 Test: Ch. 32-1 Finish Peds 32-2
15 Pediatric Clinical	16 Pediatric Clinical	17 Pediatric Clinical	18 Test: Peds 32-2 OB Ch. 26	19 OB Ch. 27 (L&D)
22 OB Simulation: Group A & B (half) Clinical: Group B (half) & C	23 OB Simulation: Group A & B (half) Clinical: Group B (half) & C	24 Test: OB Ch. 26 OB Ch: 29-1 High Risk Pregnancy	25 OB Ch. 28 (Final Only)	26 Test: OB Ch. 27 OB Ch. 29-2 (Final Only)
29 OB Simulation: Group B (half) & C Clinical: Group A & B (half)	30 OB Simulation: Group B (half) & C Clinical: Group A & B (half)			

**May 2024
Day by Day**

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Test: OB 29-1 Finish 29-2 (if needed)	2 Study for Final	3 Peds / OB Final Exam
6 Comprehensive Final Exam	7 Quick Med Guide Exit Exam Must Pass Grades Due	8	9  Commencement	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Practical Nursing Testing Dates by Course: 2023-2024

Course Name & Number	Test Administered	Date	Time	Location
PN 1205 Basic Fundamentals – Summer II (July 5 – August 4)				
PN 1205 Basic Fund.	To Be A Nurse (5, 13)	July 10, 2023	0830	CEC
PN 1205 Basic Fund.	Documentation, Communication, Pt. Education Ch. 7, 8, 9	July 12, 2023	0830	CEC
PN 1205 Basic Fund.	Development Ch. 11 & 12	July 13, 2023	0830	CEC
PN 1205 Basic Fund.	Culture Ch. 14	July 14, 2023	0830	CEC
PN 1205 Basic Fund.	Nutrition Ch. 26	July 20, 2023	0830	CEC
PN 1205 Basic Fund.	<i>Quiz: Week 11 QMG</i>	July 20, 2023	1030	Classroom
PN 1205 Basic Fund.	Data Gathering	July 25, 2023	0830	CEC
PN 1205 Basic Fund.	Vital Signs Ch. 21	July 31, 2023	0830	CEC
PN 1205 Basic Fund.	<i>Quiz: Week 2 QMG</i>	Aug. 1, 2023	0830	Classroom
PN 1205 Basic Fund.	Basic Fund. Final Exam	Aug. 3, 2023	0830	CEC
PN 1216 Nursing I – Fall Term (August 21 – September 21)				
PN 1216 Nursing I	Infection Control Ch. 16	Aug. 28, 2023	0830	CEC
PN 1216 Nursing I	BSF 6	Aug. 29, 2023	0830	Classroom
PN 1216 Nursing I	<i>Quiz: Week 3 QMG</i>	Aug. 30, 2023	0830	Classroom
PN 1216 Nursing I	Antibiotics	Aug. 31, 2023	0830	CEC
PN 1216 Nursing I	Pt. Care Ch. 19 & 20	Sept. 5, 2023	0830	CEC
PN 1216 Nursing I	Transferring Pt Ch. 18	Sept. 11, 2023	0830	CEC
PN 1216 Nursing I	Med Admin. Ch. 34	Sept 14, 2023	0830	CEC
PN 1216 Nursing I	Math Conversions	Sept. 14, 2023	1030	Classroom
PN 1216 Nursing I	Parenteral Med Admin Ch. 35	Sept. 18, 2023	0830	CEC
PN 1216 Nursing I	Alt. Therapy Ch. 32	Sept. 19, 2023	0830	CEC
PN 1216 Nursing I	Nursing I Final Exam	Sept. 21, 2023	0830	CEC
PN 1328 Nursing II – Special Fall Term (September 25 – November 30)				
PN 1328 Nursing II	Geriatrics Ch. 40 & 41	Sept. 28, 2023	0830	CEC
PN 1328 Nursing II	Alt. Feedings Ch. 27	Oct. 2, 2023	0830	CEC
PN 1328 Nursing II	<i>Quiz: Week 6 QMG</i>	Oct. 5, 2023	0830	Classroom
PN 1328 Nursing II	Bowel Elim. Ch. 30	Oct. 18, 2023	0830	CEC
PN 1328 Nursing II	BSF 8	Oct. 18, 2023	1030	Classroom
PN 1328 Nursing II	Respiratory Ch. 28	Oct. 23, 2023	0830	CEC
PN 1328 Nursing II	BSF 7	Oct. 23, 2023	1030	Classroom
PN 1328 Nursing II	<i>Quiz: Week 8 QMG</i>	Oct. 25, 2023	0830	Classroom
PN 1328 Nursing II	Pressure Injury Ch. 38	Oct. 26, 2023	0830	CEC
PN 1328 Nursing II	BSF 3	Oct. 26, 2023	1030	Classroom
PN 1328 Nursing II	<i>Quiz: Week 9 QMG</i>	Nov. 2, 2023	0830	Classroom
PN 1328 Nursing II	Emergency Ch. 16	Nov. 15, 2023	0830	CEC
PN 1328 Nursing II	Lab Theory Final Exam	Nov. 20, 2023	0830	Classroom

PN 1328 Nursing II	BSF 13	Nov. 29, 2023	0830	Classroom
PN 1328 Nursing II	Nursing II Final Exam	Nov. 30, 2023	0830	CEC
IV Workshop				
IV Workshop	IV Theory Test	Dec. 11, 2023	0830	Classroom
PN 1204 Mental Health – Spring Term (January 16 – February 12)				
PN 1204 Mental Health	Mental Disorders Ch. 35	Jan. 22, 2024	0830	CEC
PN 1204 Mental Health	Psychotropic Meds	Jan. 24, 2024	0830	CEC
PN 1204 Mental Health	Addiction Ch. 36	Jan. 25, 2024	0830	CEC
PN 1204 Mental Health	Neuro Disorders	Jan. 31, 2024	0830	CEC
PN 1204 Mental Health	BSF 12	Jan. 31, 2024	1030	Classroom
PN 1204 Mental Health	Cancer Ch. 57 & Pain Ch. 21	Feb. 7, 2024	0830	CEC
PN 1204 Mental Health	Quiz: Tues. w/ Morrie	Feb. 8, 2024	0830	Classroom
PN 1204 Mental Health	Death/Dying Ch. 25	Feb. 9, 2024	0830	CEC
PN 1204 Mental Health	Mental Health Final Exam	Feb. 12, 2024	0830	CEC
PN 1338 Nursing III – Special Spring Term (February 14 – April 5)				
PN 1338 Nursing III	Care of the Sx Pt Ch. 42	Feb. 19, 2024	0830	CEC
PN 1338 Nursing III	GI and Liver Ch. 45 & 46	Feb. 22, 2023	0830	CEC
PN 1338 Nursing III	Blood and Lymph Ch. 47	Feb. 28, 2024	0830	CEC
PN 1338 Nursing III	Respiratory Ch. 49	Feb. 29, 2024	0830	CEC
PN 1338 Nursing III	Urinary Ch. 50	Mar. 6, 2024	0830	CEC
PN 1338 Nursing III	Sensory Disorder Ch. 53	Mar. 8, 2024	0830	CEC
PN 1338 Nursing III	Muscular Ch. 44	Mar. 13, 2024	0830	CEC
PN 1338 Nursing III	BSF 4	Mar. 13, 2024	1030	Classroom
PN 1338 Nursing III	Cardiac Ch. 48	Mar. 27, 2024	0830	CEC
PN 1338 Nursing III	BSF 5	Mar. 27, 2024	1030	Classroom
PN 1338 Nursing III	Repro. Ch. 52	April 3, 2024	0830	CEC
PN 1338 Nursing III	BSF 10	April 3, 2024	1030	Classroom
PN 1338 Nursing III	BSF 11	April 4, 2024	0830	Classroom
PN 1338 Nursing III	Nursing III Final Exam	April 5, 2024	0830	CEC
PN 1325 Pediatrics and Obstetric Nursing – Special Spring Term (April 8 – May 7)				
PN 1325 Peds / OB	Basic Peds Ch. 31	April 10, 2024	0830	CEC
PN 1325 Peds / OB	Peds Diseases Ch. 32-1	April 12, 2024	0830	CEC
PN 1325 Peds / OB	Peds Ch. 32-2	April 18, 2024	0830	CEC
PN 1325 Peds / OB	Antepartum Ch. 26	April 24, 2024	0830	CEC
PN 1325 Peds / OB	L & D Ch. 27	April 26, 2024	0830	CEC
PN 1325 Peds / OB	High Risk OB Ch. 29	May 1, 2024	0830	CEC
PN 1325 Peds / OB	Peds/OB Final Exam	May 3, 2023	0830	CEC
Practical Nursing Final Comprehensive Exam in CEC – May 6th – 0830 (2 Parts)				
Quick Med Guide Exit Exam – Must Pass to Complete Program!				
HURST Review – Mandatory – Dates TBA				

Dates and times are subject to change at the instructors' and Director's discretion due to scheduling conflicts or instructional opportunities. Students will be notified as soon as possible if there are ever any changes.

Graduating from a nursing program does not assure the Arkansas State Board of Nursing's approval to take the licensure examination. Please read the following from the NURSE PRACTICE ACT OF THE STATE OF ARKANSAS, **ACA §17-87-312 and §17-3-102** regarding criminal background checks and licensing restrictions based on criminal records.

NURSE PRACTICE ACT OF THE STATE OF ARKANSAS

ACA §17-87-312. Criminal background checks.

- (a) (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.
- (e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under §17-3-102.
- (f)
- (1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
- (2) The permit shall be valid for no more than six (6) months.
- (g)
- (1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
- (A) The affected applicant for licensure or his or her authorized representative; or
- (B) The person whose license is subject to revocation or his or her authorized representative.
- (2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
- (h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
- (i) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (j) The board shall adopt the necessary rules to fully implement the provisions of this section.
- (k)
- (1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
- (2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
- (3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.

(4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:

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

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

(l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

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

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

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
 - (19) Incest as prohibited in § 5-26-202;
 - (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
 - (21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
 - (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
 - (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to

use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;

- (25) Computer child pornography as prohibited in § 5-27-603;
 - (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
 - (27) Felony adult abuse as prohibited in § 5-28-103;
 - (28) Theft of property as prohibited in § 5-36-103;
 - (29) Theft by receiving as prohibited in § 5-36-106;
 - (30) Arson as prohibited in § 5-38-301;
 - (31) Burglary as prohibited in § 5-39-201;
 - (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;
 - (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
 - (34) Stalking as prohibited in § 5-71-229;
 - (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
 - (36) All other crimes referenced in this title.
- (b)
- (1) If an individual has been convicted of a crime listed in subsection (a) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:
 - (A) An affected applicant for a license; or
 - (B) The individual holding a license is subject to revocation.
 - (2) A basis upon which a waiver may be granted includes without limitation:
 - (A) The age at which the offense was committed;
 - (B) The circumstances surrounding the offense;
 - (C) The length of time since the offense was committed;
 - (D) Subsequent work history since the offense was committed;
 - (E) Employment references since the offense was committed;
 - (F) Character references since the offense was committed;
 - (G) Relevance of the offense to the occupational license; and
 - (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.
 - (3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:
 - (A) Completed the waiver requirements of this section at his or her initial licensure;
 - (B) Been licensed in this state before the enactment of subsection (a) of this section; or
 - (C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.
 - (c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:
 - (A) Was not convicted for committing a violent or sexual offense; and
 - (B) Has not been convicted of any other offense during the five-year disqualification period.
 - (d) A licensing entity shall not, as a basis upon which a license may be granted or denied:

- (1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and "good character"; or
- (2) Consider arrests without a subsequent conviction.
- (e) Due to the serious nature of the offenses, the following shall result in permanent disqualification for licensure:
 - (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Kidnapping as prohibited in § 5-11-102;
 - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103
 - (12) Arson as prohibited in § 5-38-301.
- (13) Engaging children in sexually explicit conduct for use in virtual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303-5-27-305, 5-27-402, and 5-27-403.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) does not apply to:
 - (1) an individual who holds a valid license on July 24, 2019;
 - (2) an individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or
 - (3) an individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.
- (h) This section does not apply to licensure or certification
 - (1) Of professions not governed by this title;
 - (2) Of polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq.;
 - (3) Of private investigators and private security agencies under Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 17-40-101 et seq.; or
 - (4) Of body artists under § 17-26-601 et seq.

ACA §17,87,312 and §17-3-102 copied in their entirety from the Nurse Practice Act
(Permission granted from ASBN to copy these excerpts and distribute to students on July 1, 2011)

VII Drug Free Policy-EACC

EACC Student Handbook

The East Arkansas Community college institutional Drug Free Policy (updated April 1, 1994) is as follows:

Illicit drug and alcohol and their use and their use in the school or at the workplace are subjects of immediate concern in society. From a safety perspective, the users of drugs may impair the well-being of students, employees, and the public at large. Such substance use may also result in damage to College property. Therefore, to comply with the Drug Free Schools and Communities Act of 1989(P.L.101-226) the Drug Free Workforce Act of 1988, and the State of Arkansas *EO-89-2, it is the policy of East Arkansas Community College the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at its facilities is prohibited. Any student found in violation of this policy will be subject to discipline up to and including termination- expulsion. This College is committed to the maintenance of a drug/alcohol free workplace. The standard code of conduct for employees and students prohibits illegal drug/alcohol involvement on its property or as part of any of its sponsored activities.

B. Implementation

All students of East Arkansas Community College will be provided a copy of this policy as a part of their registration. This policy will be posted on the campus Intranet and published in the Student handbook to be utilized for employee and student information. Revisions /reviews of this policy and the drug prevention program will be made biennially or as required to determine its effectiveness and ensure that sanctions are consistently enforced. The Coordinator of Student Activities is charged with this action.

C. Specifics

1. Health-Risks —Different drugs have a variety of distant, negative effects on the human body. These are broken down into the following major areas:

Physical:

Suppression or acceleration of the heart rate.

Suppression or acceleration of breathing.

Fainting/Unconsciousness

Impaired vision

Drug dependency passed to an unborn child.

Decreased oxygen circulation in the blood

Psychological:

- Depressed State of mind
- Impaired judgment and decision making
- Memory lapses
- Distortion of time, space, and perception
- Severe anxiety, panic and paranoia

These are but a few. The ultimate negative effect is DEATH Drug overdoses, depression, suicide, automobile accidents and a host of other drug related deaths are in the thousands annually.

2. Public intoxication: A person commits the offense of "Public Intoxication" if (1) he/she appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he/she is likely to endanger themselves or other persons or property, or that he/she unreasonably annoys persons in his/her vicinity or (2) he /she consumes an alcoholic beverage in a public place.
3. Contributing to the Delinquency of a Minor: A person who commits the offense "Contributing to the Delinquency of a Minor" if, being an adult, he/she knowingly purchases or provides an alcoholic beverage for a minor.
4. Driving while intoxicated: A person who drives a motorized vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated.
5. Possession, manufacture or Delivery of Controlled Substance: It is unlawful for any person to manufacture, deliver, or possess a controlled substance.
6. Legal Penalties and Sanctions: Local, State and Federal laws provide for a variety of penalties and sanctions that are based on the type and number of drugs involved. Prior convictions are also considered. Local statute provides for a minimum of six (6) hours jail detention for the offense of DUI/DWI, even for passengers in the automobile. The range of penalties/sanctions is drastic in nature and inevitably result in prison, fines up to \$250,000.00 and even forfeiture of personal and real property.

Alcohol, Drug and Smoking Policy School Functions

Students who possess, sell, or are under the influence of alcoholic beverages, controlled substances (illegal drugs), marijuana, or other materials expressly prohibited by federal, state, or local laws on school property or at **school functions** will be immediately dismissed from the program. This includes to and from school in school vehicles, on field trips, or student organization trips in/out of town or graduation exercises.

No smoking will be allowed in restrooms, hallways, classrooms, shops, or school buses. People who wish to smoke are to smoke off campus. No smoking is allowed on clinical grounds at ANY facility. Signs indicating no smoking in individual offices or meeting rooms should be respected.

East Arkansas Community College
Practical Nursing Program

SUBSTANCE/DRUG ABUSE COMPLIANCE CONTRACT

I have read and agree to adhere to the Substance/ Drug abuse policy of East Arkansas Community College Practical Nursing Program.

In addition to the EACC policy, I know that if I am found to be under the influence of illegal drugs in abuse amounts, and the clinical agencies will not allow me to come, I will be terminated from the PN program. This will occur if I am arrested for any kind of drug charge on or off campus.

I understand that I could be asked to submit to a drug or alcohol screen if I exhibit behavior indicative of drug or alcohol use or have been arrested for such. Two persons must agree that the behavior is suspicious or have seen the arrest notice which is a public record. This screen would be paid for by the student. Refusal to submit to the screen would result in termination.

Admission drug testing or Nursing students that test positive for marijuana will not be eligible for admission or will be terminated from the nursing program. This includes students with written certification for the use of medical marijuana. According to Act 593 (Medical Marijuana), there are "Safety Sensitive Positions". Nursing students are included in the "Safety Sensitive Positions".

See Act 593 <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act593.pdf> for more information

Student Signature

Date

Release Form

Student's Name: _____ ID #: _____ Department: _____
Practical Nursing

- 1. I hereby authorize this school to release my school records, demographic information, to might potential employers, and other educational institutions, or clinical agencies.

Student's Signature

Date

- 2. I have received a copy of the school catalog. I understand the school policies, regulations, and procedures as stated in the school catalog.
- 3. I have read the Practical Nursing Department "Student Handbook", and I am aware of its contents.
- 4. I have read the inclement weather policy and understand its contents.
- 5. I understand that I may not be able to take the NCLEX-PN examination if I have committed a crime. ACA § 17-87-312 and ACA § 17-03-102.
- 6. Termination Release: I agree to abide by the rules and regulations of East Arkansas Community College Practical Nursing Program and the clinical area(s) in which I train. I understand that one or more of the following may cause my dismissal from the Practical Nursing Program. Dismissal means no graduation.
 - a. Grades (not passing) less than 76% in any subject area including clinical.
 - b. Excessive tardiness/absence in both classroom and clinical.
 - c. Unethical conduct
 - d. Unfavorable hospital/site reports
 - e. Failure to attend clinical or theory classes
 - f. Breach of confidentiality
 - g. Unprofessional conduct
 - h. Use of drugs and/or alcohol — according to policy including but not limited to marijuana i. Unsafe clinical practices
 - j. Not passing the Quick Med Guide Exit Exam
 - k. Cheating on an exam, sharing information from simulation lab, or any check off including medication check off.

❖ THIS LIST IS NOT ALL-INCLUSIVE:

❖ Realizing there is some element of physical danger that may be incurred in practical nursing procedures in the classroom and clinical settings, I hereby agree to absolve East Arkansas Community College for any and all physical consequences that might happen to me as a result of practical nursing procedures encountered in training. This includes Covid.

- 7. Smoking Policy: Smoking is not allowed on campus at all. There are cameras and staff members randomly assigned in the student center to observe behavior.
- 8. Internet policy: I understand that to have access to the Internet in the classroom, I will not visit sites that are considered unsuitable. Such as: Music/Movies; Games; Pornographic sites. The Internet access is to be used for reference only for class work, term papers and resumes. I understand that if I visit any site deemed unsuitable, I will be terminated immediately. NO E-MAIL ACCOUNTS.
- 9. Substance/Drug Abuse Policy: I have read, signed, and understand the East Arkansas Community College's Practical Nursing Substance/Drug Abuse Policy.
- 10. FEES: Please note that any fees owed to EACC, PN Department, etc., that are not paid before commencement day will result in your diploma being held until fees are paid & you will not be able to participate in commencement.

Student's Signature

Date

FACT SHEET

- ❖ The Practical Nursing Program is a 10-month program. We are among the shortest programs in the state.
- ❖ Because of the length of the program, this program is very challenging.
- ❖ Your time on campus is from 8:15 a.m. to 3:00 p.m. During this time, you are being taught concepts and skills to prepare you to enter nursing homes and hospitals.
- ❖ During Nursing I and II every week is a check-off in the lab for skills taught/demonstrated that week. Skills check-off may carry over to Friday. You cannot check off without documented practice time in the lab (at least 30 minutes). This may mean that you have to come in at 7:30 a.m. or stay after 3:00 p.m. to practice. The lab will be available on Friday as well. You may practice at lunch. A rationale test is given every week before check-offs begin. If you do not pass the test, you must re-take it before you can go to the lab for check-off. **If you fail 3 rationale tests, you are terminated.** There is a rationale test for each skill. **Failure to check off on a skill will result in termination from the program.** The instructors will demonstrate the skills each week; teach you the rationales and theory behind the skill; and give you supervised practice time. All skills have been videotaped and are on Blackboard so the student may view them as often as needed. This does not replace lab practice time. With each checkoff, the instructor uses *3 Strikes You're Out*. This means you can make 3 mistakes before you are told you did not pass that skill. If you catch your mistake in a timely manner, it does not count against you. After the second incident of *3 Strikes, You're Out*, the student will receive counseling. **However, 3 occurrences of 3 Strikes, You're Out throughout the program will result in that student being terminated.**
- ❖ Clinical days are Monday and Tuesday. You must be there by your designated time. You will have to drive to these locations. Fall rotations are in the nursing homes in Forrest City, Wynne, possibly Marianna 7-3. The spring semester is 6-2 or 2p-10p. This rotation is at area hospitals, sim lab, and various med surg oriented community type clinics. Students must drive to these locations. Mental Health rotation begins at 8am.
- ❖ Only two (2) clinical days can be missed in the Fall/Spring Semester. Only one (1) clinical day in the Summer Term. These **can only be missed for illness with doctor's excuse or death in immediate family** (see clinical policy for criteria). Wednesdays and Thursdays are theory days in the classroom from 8:15 a.m. to 3:00 p.m.
- ❖ The Obstetrics clinical rotation will be simulated in the lab on campus. When one group is in simulation the other two groups are doing clinical in the hospital.
- ❖ The Pediatric rotation is completed in doctor's offices. The students must work with a preceptor and must work the hours the office is open. This may mean the student works until 5:00 p.m. Must work 8 clinical hours. *Lunch does not count.*
- ❖ Simulation clinicals are found also in other classes. See clinical schedule.
- ❖ With this challenging curriculum, the students must be prepared to study **2-3 hours a night**. Please arrange your schedule to allow for this. Build yourself a solid support system before you start.
- ❖ The curriculum is designed to run two classes a day in some cases. One in the morning and one in the afternoon. You will have a test on almost every classroom day. This is a 50 or more-point situation-type test. Some days you may have more than one test. A comprehensive final is given at the completion of each course. You must maintain a 76% in the classroom and clinical (this is NOT a combined score) to continue in the program. **THERE ARE NO EXEMPTIONS FROM ANY FINAL EXAMINATIONS.**
- ❖ The class will start in July with EACC's second summer term. You must purchase one uniform on your own (no financial aid) for the first week of school. These are purchased through Medical Technology in Forrest City. Additional uniforms/lab coat will be purchased later in the year and financial aid will be available for these. The approximate cost of this is \$250.00. The color is royal blue.
- ❖ At any time, this program may be switched to an on-line program. All lectures with audio and in some cases, videos are on Blackboard. All skills are recorded and on Blackboard.

ACADEMIC CALENDAR 2023-24
EAST ARKANSAS COMMUNITY COLLEGE

SUMMER SESSION II 2023 (5 WEEKS)

Advising & Registration Continues.....	June 26 - 30 (M-F)
Independence Day Holiday (College Closed).....	July 4 (T)
Classes Begin.....	July 5 (W)
Late Registration	July 5-7 (W-F)
Classes meet on Friday.....	July 7 (F)
Census Day (11th Day Equivalent).....	July 10 (M)
Classes meet on Friday.....	July 14 (F)
Last Day to Drop with an Automatic "W".....	July 17 (M)
Classes meet on Friday.....	July 21 (F)
Last Day to Drop a Class.....	July 24 (M)
Last Day of Regular Classes(Day & Evening).....	August 2 (W)
Final Exams (Day and Evening).....	August 3(R)
Grades Due by 12:00 p.m.....	August 4 (F)
<i>CLASSES WILL MEET ON FRIDAY July 7th, July 14th and July 21st</i>	

FALL 2023

New Student Orientation.....	August 8 (T)
Faculty Report to Campus.....	August 14 (M)
Advising/Registration.....	August 14-18 (M - F)
Classes Begin.....	August 21 (M)
Late Registration for on Campus Classes.....	August 21-25 (M - F)
Late Registration for Online Classes	August 21 - Sept 1 (M - F)
Labor Day Holiday (College Closed)	September 4 (M)
Census Day (11th Class Day)	September 5 (T)
Submit Intent to Participate in Commencement – <i>Fall 2023</i>	October 5 (R)
ACC Break (No Classes)	October 16 - 17 (M - T)
Mid-Term Grades Submission Deadline	October 16 (M)
Last Day to Drop with a "W"	October 26 (R)
Priority Registration for Spring 2024	November 6 (M)
Last Day to Drop a Class.....	November 14 (T)
Thanksgiving Break for Classes.....	November 22 – 24 (W - F)
Thanksgiving Holiday (College Closed).....	November 23 - 24 (R - F)
Last Day of Regular Classes (Day & Evening)	December 4 (M)
Final Exams.....	December 5 - 11 (T- M)
Grades Due by 12:00 pm.....	December 12 (T)
College Closed.....	December 22 – January 1 (F-M)

SPRING 2024

Staff Report to Campus.....	January 2 (T)
Faculty Report to Campus.....	January 8 (M)
Advising/Registration.....	January 8- 12 (M - F)
Dr. Martin Luther King, Jr. Holiday (College Closed).....	January 15 (M)
Classes Begin.....	January 16 (T)
Late Registration for on Campus Classes.....	January 16 - 19 (T - F)
Late Registration for Online Classes	January 22 - 26 (M - F)
Census Day (11th Class Day)	January 30 (T)
Submit Intent to Participate in Commencement – <i>Spring 2024</i>	March 4 (M)
Mid-Term Grades Submission Deadline.....	March 5 (T)
Last Day to Drop with a "W"	March 14 (R)

Spring Break (No Classes).....	March 25 - 29 (M – F)
Priority Registration for Summer & Fall 2024.....	April 8 (M)
Last Day to Drop a Class.....	April 4 (R)
Last Day of Regular Classes (Day & Evening)	April 29 (M)
Final Exams.....	April 30 – May 6 (T-M)
Grades Due by 12:00 pm.....	May 7 (T)
Awards Ceremony.....	May 7 (T)
Allied Health Commencement.....	May 9 (R)
Commencement	May 10 (F)

Academic Calendar may be subject to change

East Arkansas Community College

Practical Nursing Program

Degree Plan

Summer II Term

Course Number	Course Name	Theory Hours	Clinical Hours	Credit Hours
PN 1205	Basic Fundamentals	81	24	5

Fall Term

Course Number	Course Name	Theory Hours	Clinical Hours	Credit Hours
PN 1216	Nursing I	72	46	6

Special Fall Term

Course Number	Course Name	Theory Hours	Clinical Hours	Credit Hours
PN 1328	Nursing II	102	103	8

Spring Term

Course Number	Course Name	Theory Hours	Clinical Hours	Credit Hours
PN 1204	Mental Health	73	32	4

Special Spring Term

Course Number	Course Name	Theory Hours	Clinical Hours	Credit Hours
PN 1338	Nursing III	117	80	8
PN 1325	Pediatric & Obstetric Nursing	71	56	5

Total Program Credits: 36

Graduation Requirements: NCLEX-PN Review

Credit Hours Ratios: Classroom: 1:1, 15 hours of class (theory) = 1 credit hour
Clinical: 3:1, 45 hours of clinical = 1 credit hour

East Arkansas Community College

Summary of Financial Aid (See the EACC Catalog for complete details)

Federal Direct Student Loan Program

PELL Grant

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Work Study (FWS)

Veterans Benefits

Veterans Tuition Policy

Tuition Waivers/Discounts

Business Affairs Memorial Scholarship

EACC Drama and Music Scholarship

EMT-Paramedic Scholarship

First National Bank of Eastern Arkansas Board of Directors Scholarship

GED Scholarship

Hammons Charitable Foundation Scholarship

Jarratt Family Scholarship

Kiwanis Freshman Scholarship

Rotary Scholarship

Mary Emma Piper Memorial Nursing Scholarship

EACC Foundation Scholarship

Burt-Davis Nursing Scholarship

Community Leader Scholarship

Coy Grace School to Work Scholarship

General Education Scholarship

Giny Blankenship Memorial Nursing Scholarship

Jessie Smith Swindle Nursing Scholarship

Jimmy and Patsy Burns Memorial Scholarship

Non-Traditional Student

The Eleanor B. and Harry E. Beasley Scholarship

The George P. and Alice H. Walker Endowed Scholarship

The Forrest City Hospital Auxiliary Scholarship

Arkansas Academic Challenge Scholarship

Arkansas Future Grant (AR Future)

Arkansas High Tech Scholarship

Arkansas National Guard and Reserves Tuition Assistance

Arkansas Public Health Association

Arkansas Single Parent Scholarship

Arkansas Workforce Challenge Grant

MIA/KIA Dependents' Scholarship

Vocational Rehabilitation

Additional scholarships are available. For more information on Arkansas state awards and scholarships visit:
www.adhe.edu

For other scholarships visit: **www.studentaid.ed.gov**

East Arkansas Practical Nursing: Program Costs
(Does not include college fees and tuition)

Summer II Term

PN 1205 Basic Fundamentals (5-0-5)

Books:

Title / Edition	ISBN	Price w/o Bookstore Mark-up
Fundamental Concepts and Skills for Nursing 6 th Ed.	978-0-323-88421-1	\$83.59
Study Guide for Fundamental Concepts 6 th Ed.	978-0-323-68386-9	\$44.99
<u>Davis Drug Guide for Nurses</u> , V.A. Davis (Edition should be within 2 years).	978-0-8036-69451	\$39.94

Supplies:

Item	Requirements	Price
Uniform, Lab Coat, PN Patches	White Scrub Top, Royal Blue Pants, Royal Blue Lab Coat, Patches placed to left sleeve.	Varies
Shoes	Must be solid white.	Varies
Watch	Must have second hand. NO smart watches!	Varies
Blood Pressure Cuff	Required for Check-offs	\$22.14
Pen Light	Required for Check-offs	\$5.00
Stethoscope	Required for Check-offs	\$38.95
Health Insurance	Required for Clinical	Varies
Vaccinations	Covid (fully), Flu (Fall), TB, Hep B series	Varies
CPR Certification	Amer. Heart Association <i>only</i>	Varies

All costs are subject to change!

Fall Term

PN 1216 Nursing I (4-2-6)

No additional books required.

Supplies:

Item	Requirements	Price
PN Clinical Tote	Skills check-off supplies (included), and bag needed for clinical.	Varies – Price w/ Bookstore

Does not reflect bookstore mark-up.

Special Fall Term

PN 1328 Nursing II (6-2-8)

Books:

Title	ISBN	Price
Foundations and Adult Health Nursing, 9 th Ed.	978-0-323-81205-4	\$164.99
Study Guide: Foundations and Adult Health Nursing, 9 th Ed.	978-0-323-82716-4	\$45.99

Does not reflect bookstore mark-up.

Spring Term

PN 1204 Mental Health (4-0-4)

No additional books for this course.

No additional supplies for this course.

Special Spring Term

PN 1338 Nursing III (6-2-8)

No additional books for this course.

No additional supplies for this course.

PN 1325 Pediatric and Obstetric Nursing (4-1-5)

No additional books for this course.

No additional supplies for this course.

Practical Nursing Program Fees:

Item	Fee Amount	Frequency
Instruction Fee	\$100	One-Time Program Fee
Simulation Lab Fee	\$50	Per Semester
Insurance Fee	\$15	
Allied Health Building Fee	\$100	Per Semester

Graduation Items:

Item	Price	Required
Lamps	~\$15.00	Yes
Pin	~25.00	Yes
Stole	\$20.00	Yes
“PN” for Stole	~\$5.00	Yes
Photos	Varies	Independent of Class
Pearson Vue (due in April)	\$250.00	Yes
ASBN Registry	\$100.00	Yes
Temporary Permit	\$30.00	No
Background Check	\$40.00	Yes
LiveScan Fingerprinting	\$20.00	Yes
Total Cost of Graduation	~\$505.00	

Cost of Program excluding college fees and tuition: 1,592.16

***We do a 3-day Hurst Review at the end of the year – typically scheduled after graduation. This is paid to them when you register on line. Access to review materials available after purchase and scheduled review. Cannot graduate without a review.**

All prices subject to change. Prices verified May 2023. Prices do not reflect taxes or bookstore mark-up.

Refund Policy

No refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws through the Office of Admissions and Registration. Full refunds are given only if a student officially drops or withdraws before the first day of the semester. If a refund is due to a student receiving financial aid from any Federal Financial Aid program, a portion of the refund shall be returned to the Financial Aid program in accordance with federal regulations. Students who fail to follow the proper withdrawal procedures will be responsible for tuition once class begins. Failure to attend class does not constitute an official drop/ withdrawal.

No refunds are given for drops, withdrawals or non-attendance after the 11th day of a spring/fall semester or after the 11th day equivalent of a summer term.

Refund Schedule:

Credit Courses- **Spring and Fall Semester**

Prior to First Day of Semester	100%
First Day of Classes through 11 th Class Day	80%
After the 11 th Class Day	NONE

Credit Courses- **Summer**

Prior to First Day of Semester	100%
First Day of Classes through 4 th Class Day	50%
After 4 th Class Day	NONE

For additional information, please see the business office, or see the EACC school catalog.

Admission Process

1. Complete the EACC application and submit all required documents:

Required documents include immunization requirements of the school (Immunizations are required by nursing once accepted and may be more than required by the school), high school transcript, and transcript from any college previously attended. Please realize the school cannot require the Covid vaccination. Clinical agencies may.

- **Complete the required testing at the Testing Center in the Hodges Student Services Building on the EACC main campus.**

2. Take the required entrance exam for nursing and make the required score. This can change so call the nursing secretary for any updated information at 870-633-4480 ext. 408.

3. After nursing testing is complete, the applicant must take the required test score to the Practical Nursing secretary or faculty member to obtain an admission packet. This packet is available in January. Once the student receives an admission packet, it must be returned on or before the deadline. If the completed packet is not turned in by the designated time on the assigned deadline, the student is removed from the list to be brought before the selection committee.

- Students are ranked for selection based on test scores.
- The selection committee will meet in May to choose 24 students for the class and 12 alternates. Students will be notified by certified mail after the committee meets of their acceptance, choice as an alternate, or denial. Make sure the address you turn in is correct and the address the school has on file is correct.

* Any student found guilty of any part of ACA § 17-87-312 or ACA § 17-3-102 may not be allowed to practice Nursing in Arkansas, even if you successfully complete the EACC Practical Nursing Program. ACA § 17-87-312 and ACA § 17-3-102 is found in full in this EACC Practical Nursing Handbook and the Arkansas State Board of Nursing website. You are also given a full copy of this bill at PN orientation. Acknowledgment of reading this document is signed at PN orientation.

Readmission to the Program: Students may reapply for readmission to the program. Students wishing to reapply must complete the entire admission procedure again, come before the selection committee, and be chosen again for the class. Students dismissed for disciplinary reasons may not reapply.

Transfer Students: EACC PN Program at this time does not accept transfer students due to the shortness of the program.

Advance Placement of Students: EACC PN Program at this time does not award advance placement of students.

English as a second language: Admission of International Students

Students who speak English as a second language **must** take the TOEFL test to prove English proficiency. An official transcript of the scores must be submitted from

Educational Testing Service, Princeton, New Jersey. You will be admitted under the same criteria as other students; however, there are many steps to complete for the international student for admission to EACC. Please refer to the policy on pages 16-17 of the EACC catalog, "Admission of International Students." There, one will find a complete discussion of the TOEFL test with the required scores for EACC admission as well as other requirements for EACC admission.

Accident/Injury

Due to the close proximity of the school to the hospital, students are taken or advised to go to the hospital. In clinical, students must report any injury immediately to the instructor. Students must provide proof of medical insurance on admission to the PN program for coverage in the likelihood of a school related accident or injury.

PN Licensure:

Upon successful completion of the program, the student is awarded a Graduate Nurse Technical Certificate. He/she must pass the NCLEX-PN examination to receive a license in Arkansas or the state of primary residence. Successful completion of the NCLEX-PN examination awards the title LPN.

- **Persons convicted of a crime or any violation of ACA § 17-87-312 or ACA § 17-3-102 may graduate from the program but may not be allowed to take boards.**

CPR Training:

- Students must obtain **American Heart Association** CPR training and submit a copy of the CPR card the first day of Summer II term. The Basic Life Support (CPR and AED) Program is the required course.

Arkansas Licensed Practical Nurse Association – ALPNA

Students in the practical nursing program have the opportunity to join the professional organization, ALPNA. Cost to the student is \$10.00 per year. The instructors and students try to attend one ALPNA convention per year if held. Cost of convention is not paid by the school. Students pay for this.

(In 2021 Several Board members passed away so the status of this organization is pending.)

EACC Covid Policy for Allied Health

EACC does not mandate that students who are enrolled in programs receive a COVID-19 vaccine series (and any recommended boosters), but they are strongly encouraged to do so. However, the clinical facilities that partner with EACC establish their own worksite policies, and they may require that faculty members and students be fully vaccinated for COVID-19 in order to work in the facility or be assigned to specific areas. Therefore, students electing not to receive the COVID-19 vaccine series or boosters may not be able to complete program requirements, which will result in non-progression through the program. Clinical facilities may also request information regarding COVID vaccination status for any student and faculty

assigned to the site. Faculty and students who have received the COVID-19 vaccine should submit a copy for their file upon request of Mrs. Davis.

East Arkansas Community College Philosophy of the Practical Nursing Program

The Practical Nursing mission is to prepare PNs who are competent to function as a member of the health care team in acute care settings, long-term care facilities, and community clinics. We believe since nursing is an art, science, and service, that the practical nurse should be skilled in all three areas to be a successful member of the healthcare team. We recognize that each complex living human being has physical, mental, emotional, and social needs that must be met to maintain one's own self-image, dignity, and self-worth. Each person has the basic right to maintain and enjoy the best level of health possible. We believe individuals across the lifespan have the right to the best possible nursing care. To accomplish this, the practical nurse should communicate therapeutically to the patient, the patient's family, and other members of the health care team. Care should be implemented based on the Nursing Process and should incorporate the patient's cultural differences.

Our mission includes training a practical nurse that demonstrates basic knowledge and skill to safely render or delegate nursing care. An essential component of this nursing care will be teaching the patient and the patient's family. It is our goal to instill a desire to learn so that the PN student can easily make the transition from student to a practicing nurse that seeks out opportunities for increased knowledge that meets lifelong learning goals in the field or nursing.

Approved by the Arkansas State Board of Nursing 2002

Practical Nursing Program Graduate Competencies

At the completion of the program the graduate will be able to:

1. Communicate with the patient, the patient's family, and other healthcare workers using therapeutic communication skills.
2. Utilize the Nursing Process to plan and give care to the patient throughout his/her lifespan.
3. Practice cultural differences when planning care for the patient.
4. Demonstrate basic knowledge and basic nursing skills to safely give care to patients.
5. Practice within the framework of the Nurse Practice Act for the Practical Nurse.
6. Seek opportunities for increased knowledge to meet lifelong learning goals in the field of nursing.
7. Implement teaching based on identified learning needs of the patient.
8. Utilize knowledge gained to meet community nursing needs.
9. Delegate care to the nursing assistant.

Approved by the Arkansas State Board of Nursing; Fall 2002.

Student's Rights and Responsibilities

Students may examine the school records pertaining to them. The school keeps the following types of records and/or information.

- Original application for enrollment
- Attendance
- Grades and progress reports
- Counseling notes

These records are kept in the Nursing Office. A request to look at the records will be granted in a reasonable period of time that does not interrupt the normal work flow of the office. If you feel that the records are inaccurate or misleading, you will be given an opportunity to present your views and facts to a person who has no direct interest in the records.

Copies of your records will be provided upon written request at no charge to you. Data from your records cannot be released without your written consent except:

- School personnel who need information
- Other schools where student may be seeking to enroll
- Student's application for financial assistance
- Accrediting organizations
- Research studies for developing tests, administering student aid, improving instruction
- Oral communication not based on education records
- Protection of health and safety of others
- State and federal education
- Directory information:
 - Name, address, and telephone number
 - Date and place of birth
 - Major field of study and official school activities
 - Degrees and awards
 - Most recent school attended

If you give someone at EACC PN Program as a reference for perspective employment, or want the school to release information other than directory information, you should sign the release form.

EACC — Practical Nursing Program Student's Rights and Responsibilities

1. Working will not be an acceptable excuse for absences or tardiness. **Students cannot work 11p.m -7a.m. and then come to clinical.**
2. Working at medical facilities will not be considered make-up time for days missed from PN training.
3. Before taking a job while in school, you should consult with your instructors.
4. Students **will not** wear their student uniforms during any employment situation. East Arkansas Community College **will not** be responsible for a student's actions during any employment situation.

5. Students are not allowed in other classrooms without permission of instructor(s). When classes are dismissed, students are expected to leave the school grounds unless they have school-related business.
6. Students who fail to turn in assigned homework/projects on time will have 5 points per day (including weekends) taken away from the assignment grade. ALL HOMEWORK, EXTRA PROJECTS. ETC. IN EACH PROSPECTIVE COURSE WILL BE AVERAGED TOGETHER TO MAKE 1 TEST GRADE. Rules for homework assignments that are graded: students must work alone when a grade will be posted. Any homework that is found to be word for word like another student's will result in counseling and possible termination.
8. Cheating on an examination, sharing simulation information or lab check off information including medication check off will be cause for dismissal.
7. Students are expected to address all instructors, administrators, and administrative personnel with titles, Mr., Mrs., Miss, Doctor, etc.
8. Beepers, cellphones and pagers are not permitted in classroom or clinical areas. During class time students' phones are placed in his / her phone slot in the phone bag.
9. All students must obtain a copy of the school catalog.
10. All students must obtain a parking sticker and student ID.
11. All students are expected to wear (at all school related times) their school's identification badge. It must be visible. If you do not have it with you, you will be sent home to get it and you are docked for the time you are gone. It must be worn in clinical facilities.

Alcohol, Drug and Smoking Policy Student's Rights and Responsibilities

Students who possess, sell, or are under the influence of alcoholic beverages, controlled substances (illegal drugs), marijuana, or other materials expressly prohibited by federal, state, or local laws on school property or at school functions will be immediately dismissed from the program. This includes to and from school in school vehicles, on field trips, or student organization trips in/out of town or graduation exercises.

No smoking will be allowed in restrooms, hallways, classrooms, shops, or school buses. People who wish to smoke are to smoke off campus. No smoking is allowed on clinical grounds at ANY facility. Signs indicating no smoking in individual offices or meeting rooms should be respected.

Attendance Policy — Classroom Student's Rights and Responsibilities

Class begins promptly at 8:15 a.m. and is dismissed at 3:00 p.m. There will be days when the student needs to stay to practice skills. 30 minutes of practice time is required each week.

Morning Break 9:45 — 10:00 a.m. (subject to change)

Lunch 11:45 — 12:30 p.m. (subject to change)

Students are expected to keep all areas (classroom, lab, where they break and eat lunch) neat and clean. In other words, you are not children, you should make sure to clean up and put away after yourself. Leave the lab in order so that the next student can practice and not have to clean up a mess.

Attendance:

Theory: Regular and prompt attendance is expected of all students enrolled in EACC's PN program. Regular attendance is necessary to maintain acceptable grades. If you are ill and cannot come to lecture, you must call the nursing office by 8:00 a.m. If you're 1 minute late, you are docked 1 hour.

No more than two (2) days, (12) hours of theory can be missed per Fall / Spring semester. On the 13th hour, you will be dismissed. The total number of theory hours students may miss in the summer term is six (6) hours. On the 7th hour, you will be dismissed. Absence from the classroom does NOT require an MD note.

Dependability is a MUST. Each time a student is late at the beginning of the day, late returning from break, or late returning from lunch, the student will be considered tardy and will be charged with a **full hour** of absence. When any part of a day is missed, the student will be charged for the number of hours missed with the partial hours rounded to the next full hour even one (1) minute will count as a **full hour**. Notice: In the case of very extenuating circumstances, final determination of absences will be left to the discretion of the Director.

Clinical: Excused absences for clinical include illness or death in the immediate family. These absences **require** a note from the MD or Funeral Home. Unexcused absences for clinical will result in counseling, being placed on probation, or termination at the second unexcused absence. Doctor's appointments should be scheduled after the completion of the clinical rotation that day and not during the clinical time at all.

PN IV workshop with Nursing II counts as clinical time and follows the same absentee policy. The IV workshop is a prerequisite for every course spring semester.

Only two (2) days, 16 hours, can be missed for Fall and Spring semesters. One clinical day, eight (8) hours can be missed for Summer Term.

Work Missed: In the event of absence due to illness or emergency, students are responsible for contacting instructors regarding work missed. This should be done on the first day you return to class. If the instructor in charge determines that a student is too ill to be present in a theory class, the instructor has the authority to permit the student to leave school. However, any work missed must be made up. Students are responsible for all readings/tests listed in the syllabi. **All tests will be taken as scheduled from home with Respondus if not in class on the day scheduled.** All lectures are on PowerPoint with audio and posted on Blackboard. If a lecture is missed, the student is responsible for listening to that lecture on Blackboard. (This includes Covid and snow days). All skills are videotaped and also posted on Blackboard. If skill demonstrations are missed, watch the skill on Blackboard so that you are ready to check off on the scheduled day.

Tutoring: If you are having trouble with any subject, the instructors are here every afternoon until 4:30 p.m. on theory days. Do not get too far behind before seeking help. You must have a passing grade of 76% in each course offered.

SPECIAL NOTE FOR VETERANS: Veterans receiving VA benefits will be notified of the potential loss of benefits upon missing 1/12 of total clock hours enrolled regardless of progress. Upon missing 1/8 of the total clock hours enrolled, veteran's benefits will be terminated. Under special/unusual circumstances beyond the student's control, or medical emergencies, the Counselor may excuse excessive absences on an individual basis, if the appropriate documentation is provided.

Unethical Behavior: Falsifying documentation or being untruthful in any circumstance, classroom or clinical, will mean immediate dismissal from the Practical Nursing Program. Absolutely no tolerance to this policy.

Personal Appearance — Classroom

All students are expected to dress appropriately for classroom attendance. Students deemed inappropriately dressed by the instructor will be counseled. Students are expected to bathe daily, use deodorant, practice oral hygiene, and wear clean clothes. No strong-smelling perfumes/colognes are to be worn. Students violating these rules of cleanliness will be sent home. Students should have a pair of black/khaki pants for field trips when blue jeans cannot be worn!

Uniforms are worn for lab check-off. During check-offs, the PN T-shirt may be worn with scrub pants to prevent soiling of the white uniform shirt for clinical. All other clinical dress rules as far as hair and nails apply when the T-shirt is worn.

Personal Appearance-Clinical

Students are to wear the royal blue pants and lab coat for clinical days. White scrub top, socks, and shoes are worn. The shoes may be tennis shoes that are white in color. All tops/lab coats must have an EACC PN patch on the left sleeve one inch down from the shoulder seam. The patch can be obtained at Medical Technology in Forrest City, AR. Hair is worn off the shoulders, post earrings (studs) only and no bracelets or necklaces. No nail polishes. Nails should be short and clean. (CDC hand hygiene as stated in the text will be enforced.) Students must have all needed supplies: B/P cuff, stethoscope, scissors, and pen light. The clinical agencies require tattoos to be covered. (This has been verified with clinical sites as of 2023.)

Student's Rights and Responsibilities -

RULES FOR TAKING TESTS:

1. No one leaves the room for any reason during the test unless prior approval has been given by the instructor. If allowed to leave the room, another instructor will accompany the student.
2. If you have a question, raise your hand, wait for the instructor to come to you.
3. Testing is done per Respondus on the computer. It is done at home on the scheduled time and day if you are home sick. A doctor's excuse must be obtained to take the test another day. Tests will not be the same.
4. Cheating on an exam will result in IMMEDIATE termination from the program. The tester is videoed using Respondus for testing.
5. Students are allowed 1 hour per every 50 test questions.
6. No ball caps or iPhone watches may be worn during testing.

Grading System

The following grading system will be utilized at mid-semester and at the end of each **semester and summer term**.

- 93-100% **A Excellent**
- 85-92% **B Above Average**
- 76-84% **C Average**
- 65-75% **D Failing**
- 0-64% **F Failing**

All finals count as $\frac{1}{4}$ (.25%) of your grade.

Standards of Progress:

The Standard of Progress policy for Practical Nursing students requires that an average of 76% be maintained for each course both theory and clinical. If a student has an average below 76% in any one course for a grading period (the end of the course and/or semester), the student cannot complete the program and will be terminated from school. Students must also pass the IV workshop to progress to the third semester. Students must pass the Quick Med Guide test to graduate. This test is taken one time.

If unable to perform a required skill check-off on the week that it is due, this will result in immediate termination from the program.

If a clinical institution refuses training site experience to a student, he/she will be unable to meet the clinical objectives and thus would not pass the course.

A student terminated for disciplinary reasons may not reenter the program.

Graduation: Students graduate from the EACC Practical Nurse Program with a Technical Certificate in Practical Nursing. The Practical Nursing Program subscribes to East Arkansas Community College's requirements for graduation. (See current East Arkansas Community College graduation information). Practical Nursing students must also attend a pinning ceremony. Practical Nursing students must take an NCLEX-PN review course offered on campus to be recommended by the director to take the licensure exam. Passage of the NCLEX-PN exam awards the PN graduate the status of LPN. **Remember, the student may graduate but, if guilty of anything in ACA § 17-87-312 or ACA § 17-3-102 may never practice as a nurse.**

**EACC Grievance Procedure – Non-Academic
EACC Student Handbook Grievance
Procedure:**

The grievance procedure has been established to review a decision that is alleged to be inconsistent with the rights and responsibilities of students and employees established in the East Arkansas Community College Affirmative Action, Equal Opportunity, and Nondiscrimination Policy.

1. The student or employee making the allegation shall submit to the ADA contact a written statement for appeal. A complaint should be filed within 15 days after the complainant becomes aware of the alleged violation.
2. Upon receipt of the written allegation of a grievance the coordinator shall notify the President of the College who shall appoint a committee to review the matter.
The Grievance Committee shall thereupon conduct a hearing after review, a written statement of the committee's decision and the reason for it will be issued.
3. The committee shall promptly send to the originator of the appeal a duplicate copy of the statement. If the decision is inconsistent with federal guidelines and College policy, the committee shall notify the office or person responsible for the regulation and an administrative decision is undertaken immediately. If the decision of the committee is that the decision is consistent with federal guidelines and College policy, the person making the allegation may appeal the decision to the President of the College. The request for appeal should be made within 30 days.
4. The ADA contact shall keep a record of all complaints and committee decisions for future reference.
5. Decisions of the committee will be made within 14 days of the notification of appeal from the ADA contact. Expedited consideration will be given to urgent cases in which it is alleged that a regulation threatens immediate and irreparable infringement of rights.

Student Signature

Date

Copy of this procedure can also be found in the EACC Student Handbook.

EACC Student Handbook 2023-24 V.

ACADEMIC GRIEVANCE:

Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an academic grievance procedure. The procedure serves the purpose of:

1. Providing the student with redress and due process.
2. Protecting faculty rights in freedom of instruction.
3. Providing a mechanism for problem-solving.
4. Achieving an equitable resolution of the grievance as quickly as possible.

The following steps are to be followed regarding student academic grievances:

1. The student meets with the faculty member regarding any problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If an agreement cannot be reached between the student and the faculty member, the faculty member's supervisor is contacted by the student. The student, the faculty member, and the supervisor are to meet together to thoroughly discuss the problem and attempt to attain a solution. Supervisors are determined by the Vice President in charge of the academic area in which the complaint has arisen. In some cases, a Vice-President may be a direct supervisor of a faculty member.
3. If a solution is not reached the student may at this point formalize the grievance by putting it in writing to the appropriate supervising Vice-President, including conditions giving rise to the grievance names of parties involved, and the remedy requested. In cases in which the Vice President is the direct supervisor of the faculty member, another Vice President may be asked to fulfill the role herein described.
 - a. The formal written grievance must be addressed and submitted to the appropriate supervising academic Vice President. This formalized, written grievance must be received by the supervising Vice President within 48 hours (excluding holidays/weekends) following the meeting between the students, the faculty member's supervisor.
 - b. The Vice President first determines if previous steps in the process have been followed by the student and explains to the students the remaining steps in the process.
 - c. The Vice President notifies the faculty member and the respective supervisor that a grievance has been filed and supplies a copy of the written grievance to the faculty member and the faculty member's supervisor.
 - d. The issues of the grievance are thoroughly discussed by the Vice President and the student and the instructor and his/her supervisor in the attempt to reach an understanding and agreement.
 - e. Within 72 hours (excluding holidays/weekends) after receiving the student's written grievance, the Vice President will render a decision. The Vice President may render a decision as to the merit of the grievance, the adherence to proper steps in the process, or he/she may determine that no grievance exists or that the complaint is not actionable due to missing or otherwise limited information. This decision will be delivered in writing (mail or college email) within 72 hours after receiving the student's written grievance. In cases in which the Vice President is the direct supervisor of the faculty member, another Vice President may be asked to fulfill the role herein described.

4. If the student does not accept the Vice President's decision, the student may request a review by an Academic Grievance Committee. This request must be made within 48 hours of the delivery of the Vice President's decision.
5. Written notification of this request should be made to the appropriate Vice President, who shall notify the President that a committee must be convened. The Academic Grievance Committee will be composed of at least one Vice President, two faculty members, and two staff members. Instructors and staff who are parties in the grievance may not serve as members of the Committee. Committee members shall be appointed by the President within 48 hours of his/her receipt of notification that a committee must be convened.
6. Within 48 hours of the appointment, the Committee will schedule a hearing to review all relevant information regarding the grievance. Witnesses may be called as needed as determined by the Committee.
7. The Committee may determine whether there are sufficient grounds for a hearing. If the committee decides not to hear the grievance, the student is to be notified of the decision and given the supporting rationale. If the Committee determines there are sufficient grounds to conduct a hearing, such a hearing is scheduled within 48 hours of the Committee's decision to hear the grievance. If the Committee determines there are not sufficient grounds to warrant a hearing, the decision and supporting rationale are reported in a written decision to the student within 48 hours of its decision.
8. Only the student and faculty member involved are to be present during the committee hearing; however, if witnesses are to be called by the parties, the Committee chairperson must be notified 24 hours prior to the hearing. The student may present such evidence as is relevant to the dispute.
9. The Committee renders a written decision, including its findings and recommendations, within 48 hours of the hearing (excluding holidays and weekends).
10. The student or instructor may request a procedural review by the College President within 48 hours of the receipt of the decision (excluding holidays and weekends).
 - a. The original grievance and final report of the Academic Grievance Committee are submitted to the President who reviews the information submitted.
 - b. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to college and committee policy and procedure based on the written information submitted.
11. The President has the option to remand the Committee's findings to the Committee for further consideration.
12. The grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).
13. Students who are engaged in out-of-state or distance learning have the opportunity to file a complaint with the Arkansas Division of Higher Education (ADHE) after completing EACC's academic grievance process. Additional information, including the Student Grievance Form, may be found here:

<https://www.adhe.edu/students-parents/colleges-universities/student-grievance-form/>

If you need assistance in completing the form, you may email advising@eacc.edu or call 1-877-797-3222.

Academic Support

East Arkansas Community College offers Academic Assistance.

Student Affairs: Administrative Building

This office helps:

- To discuss any problems
- To place organizational events on the activity calendar
- To place posters on bulletin boards
- To inquire about organizations or clubs
- To report any student misconduct or emergency
- To request student insurance

Student Health Insurance

It is the responsibility of the student to obtain health insurance. With the passing of the Affordable Care Act, younger adults may continue on their parent's insurance plan until age 26 or can acquire insurance through the Health Insurance Marketplace at <https://www.healthcare.gov>.

An international applicant must purchase health insurance and present evidence of this before enrollment.

Proof of Health Insurance is due on the first day of class.

Counseling and Guidance

Counseling Center: Hodges Student Services Complex. Assistance is available to:

- Inquire about ACT, CLEP, PRAXIS and AAGE/CAAP tests
- Take the ACT or ACCUPLACER placement exams
- Register for first semester at EACC
- Discuss Career opportunities
- Decide on college major
- Receive advisor assignment
- Receive information about transfer colleges
- Inquire about veterans' benefits
- Discuss ANY problem
- Receive information about accommodation for students with disabilities

**East Arkansas Community College Admission/Graduation Rates Practical
Nursing**

Grad Year	Admission	Retention		Graduates		Licensure		Job Placement	
	#	#	%	#	%	#	%	#	%
2012	20	12	60	12	60	11	92	11	100
2013	24	19	79	19	79	17	89	17	100
2014	24	17	71	17	71	14	82	17	100
2015	24	14	58	14	58	14	100	14	100
2016	24	14	58	14	58	12	86	14	100
2017	23	21	91	21	91	19	90	20	100
2018	24	15	63	15	63	15	100	15	100
2019	23	16	70	16	70	13	81	13	100
2020	22	16	73	16	73	15	94	15	100
2021	25	19	76	19	76	9	90	9	100
2022	20	15	75%	15	75%	14	93%	14	93%

*Licensure and Job Placement reflects all students from most recent year who have taken Board's exam.

Class Officers:

Each year the class elects a president, vice president, secretary, and treasurer. Their function is to act as a liaison between the class and the PN chairperson, ensuring that the group's actions and activities conform to the policies of the program and the institution. The PN class faculty advisor will work with the class president when setting class meetings / agendas to include all required items in a timely manner.

Role of the President:

The President of the PN class will be responsible, first and foremost, for presiding over any and all meetings for class officers and the class. The PN faculty class sponsor must also attend all meetings of the class officers. The PN class president will serve as the class representative when the Allied Health Vice President calls a meeting of all the Allied Health programs and needs a representative present from every program. The president will report back to the class when these meetings are called. The PN President will ensure that all other elected and appointed officers fulfill their duties as assigned. The PN President will serve on the committee to plan graduation in May.

Role of the Vice President:

The Vice President will take over the President's role if the President for any reason must resign or steps down. The Vice President will serve as an assistant to the President whenever the President asks for help with class related projects. The PN Vice President will serve on the committee to plan graduation in May.

Role of the Secretary:

The class Secretary is responsible for taking minutes at any class meeting held. The class Secretary helps ensure that all meetings run smoothly. The class Secretary will take care of any class correspondence that is required. This might include thank you notes to class speakers or notes to class members if they lose a family member etc. If needed the Secretary will serve on the committee to plan graduation in May.

Role of the Treasurer:

The treasurer of the PN class is responsible for handling any money that may be taken up. i.e. for flowers for a class member. The Treasurer must always issue a receipt to any student giving him/her any money. At the end of the day, all funds the Treasurer has in his/her possession must be turned over to the PN faculty. If needed the Treasurer will serve on the committee to plan graduation in May.

Inclement Weather Policy

Listen to the following radio/TV stations:

KBFC/ KXJK	Forrest City
KBRI	Brinkley
KCLT Delta Force 2	Helena
KWYN	Wynne
CH 7	Little Rock, Arkansas
WREG CH 3	Memphis, Tennessee
GroupMe App	

Course Syllabi

The course syllabi detail expectations and objectives for that particular course. Objectives in the syllabi are tied to the graduate competencies by the number in () i.e. (GC number). Syllabi for each of the program courses are available through Simple Syllabus and on Blackboard.

Covid policies for the program are found in the course syllabi.

IV Workshop: This workshop is the last 4-5 days of 2nd semester (fall). Successful completion of IV theory/ skills is required for progression to 3rd semester (spring). This workshop theory grade and skills completion are not in a course grade. However, the workshop theory test and skills check-off must be passed to progress to the spring semester.

Signature of Acknowledgement

I, _____, have received a copy of the student handbook for the 2023-24 Practical Nursing Program. This handbook was reviewed with me during PN Orientation on the first day of the program. The following topics are examples of what was addressed in the handbook:

- Attendance Policy;
- Classroom and Clinical Appearance;
- Facts Regarding the Practical Nursing Program (i.e., check-offs, rationales, etc.);
- Academic and Non-Academic Procedures;
- Criminal Background Acts (ACA § 17-87-312 and ACA § 17-3-102);
- Grading Scale;
- Substance Abuse Policy;
- Supplies / Books List per course;
- EACC Refund Policy and Schedule;
- PN Program Philosophy;
- PN Program Graduate Competencies;
- Student's Rights and Responsibilities;
- Course Syllabi.

By signing below, I am acknowledging that I have reviewed these topics and more with my PN Instructors.

Printed Name

Date

Signature

Date