

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. It is created in Word and is in "read-only" format. The file can be opened, reviewed and/or printed for reference. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

NURSING PROGRAM SCHOLARSHIP BENEFIT

Applies to: Nursing Faculty and Nursing Program Graduates

Policy

In the interest of encouraging and aiding Nursing Faculty and Nursing Program AD graduates to obtain their Bachelor's Degree in Nursing (BSN) and/or their Masters Degree in Nursing (MSN) so that he/she can qualify for full-time or part-time faculty positions in the Nursing Program, this Nursing Program Scholarship Benefit will provide financial assistance to selected faculty and program graduates. The definitions, procedures and provisions of this scholarship benefit follow:

A. Scholarships defined.

- Associate Degree - Nursing (AD) to Bachelor's Degree - Nursing (BSN)
For a selected Nursing Program AD graduate, \$5,000.00 per year for three (3) consecutive years is available for tuition and fees at a NLNAC and/or CCNE accredited higher education institution.
- Bachelor's Degree - Nursing (BSN) to Masters Degree - Nursing (MSN)
For a selected BSN degreed Nursing faculty member, \$7,500.00 per year for three (3) consecutive years is available for tuition and fees at a NLNAC and/or CCNE accredited higher educational institution.

Note: Both scholarships are available for up to three (3) consecutive years. However, for AD to BSN degree scholarship recipients, the BSN degree must be received no later than four (4) years after the initial application or 100% refund of all scholarship monies will be required. For BSN to MSN degree recipients, the MSN degree must be received no later than five (5) years after the initial application or 100% refund of all scholarship monies will be required.

B. Requirements for Scholarship Consideration.

1. Written application.
2. Three letters of recommendation (this requirement is only for ADN graduates).
3. Interview.
4. Confirmed admission to a NLNAC and/or CCNE accredited higher educational institution.
5. Plan of study approved by university or college. (this requirement is only for BSN graduates).
6. All course grades will be submitted to the Dean, Nursing. Scholarship recipient must maintain a 3.0 grade point average (GPA) and show continued progression toward degree to maintain the scholarship.
7. Written work commitment as a full-time or part-time faculty member for a minimum of three (3) consecutive years in the Nursing Program at Rhodes State College after degree completion.

C. For courses taken at James A. Rhodes State College.

1. Applicant must be an active faculty member of the Nursing Program or a graduate of the AD Nursing Program.
2. A faculty applicant must continue employment with James A. Rhodes State College throughout the period of educational enrollment or forfeit this benefit.
3. Course(s) must be taken outside scheduled working hours. Scheduled working hours may be adjusted with the concurrence of the Dean, Nursing.

4. Before enrolling into a course, applicants must have approval by the Dean, Nursing, the Vice President of Academic Affairs and the President. Only courses applicable toward a BSN or MSN degree will be approved.
5. A completed and approved application, plus satisfactory completion of the course, will allow the employee's tuition and fees to be waived 100% by the College's business office. Applicant must submit evidence of having satisfactorily completing the course to business office.
6. Failure to comply with any of the above provisions will result in the applicant paying for 100% of the tuition and fees.

D. For courses taken for credit at other institutions (not James A. Rhodes State College).

1. Applicant must be an active faculty member of the Nursing Program or a graduate of the AD Nursing Program.
2. A faculty applicant must continue employment with James A. Rhodes State College throughout the period of educational enrollment or forfeit this benefit. Those enrolled for study during an off-duty quarter or leave of absence period will be reimbursed at the end of the off-duty (or leave) quarter (or quarters) following the enrollment period. The rate of reimbursement will be one quarter's reimbursement for each quarter worked after returning from off duty or leave.
3. Course(s) must be taken outside scheduled working hours. Scheduled working hours may be adjusted with the concurrence of the Dean, Nursing.
4. Applicant is responsible for paying fees at the time of enrollment. Arrangements may be made for an advance of money to pay for these tuition and fees. (See Dean, Nursing for details).
5. Penalties imposed by the institution of enrollment for irregular enrollment procedures will not be reimbursed.
6. Applicants receiving aid under any educational grant or aid program will be reimbursed only for the amount of tuition and fees not paid by that program. The James A. Rhodes State College reserves the right to require the applicant to apply for aid programs.
7. To take a course, applicants must have approval by the Dean, Nursing, the Vice President of Academic Affairs, and the President prior to enrollment.
8. Only courses applicable toward a BSN or MSN degree will be approved.
9. Applicant must submit evidence of having satisfactorily completed course requirements and a copy of his/her tuition and fee statement payment to the College Controller. Then the applicant will be entitled to reimbursement for instructional tuition and general fees including "out-of-state" tuition fees, less payroll deductions. Also, the individual is responsible for notifying the College Controller and Dean, Nursing in writing of any changes in class, or amount of tuition and fees paid.
10. Failure to comply with any of the above provisions will result in the applicant paying for 100% of the tuition and fees.

E. Additional Procedures

Applicant should complete the tuition and fee reimbursement/waiver form and submit it to the Dean, Nursing prior to beginning class(es). The Dean approves or disapproves the application. If approved, the Dean seeks the approvals of the Vice President of Academic Affairs and the President. Once approval, or disapproval, has been finalized, the Dean, Nursing should inform the applicant. Approved applications should be forwarded to the applicant and Human Resources.

F. Work Commitment.

After completion of his/her degree, a recipient of these scholarships agrees to work at Rhodes State College as a full-time or part-time faculty member in the Nursing Program. A full-time faculty member will agree to work for a minimum of three (3) consecutive academic years. A part-time faculty member with a 50% FTE will agree to work for a minimum of six (6) consecutive academic years. Failure to comply with this proviso will result in the scholarship recipient reimbursing the College for the scholarship monies received on the following basis:

Full Time

Leave with no service to the College - owe 100% of scholarship monies received.
Leave after one year's service - owe 67% of scholarship monies received.
Leave after two years' service - owe 33% of scholarship monies received.
Leave after three years' service- owe nothing.

Part-Time

Leave with no service to the College - owe 100% of scholarship monies received.
Leave after one year's service - owe 83% of scholarship monies received.
Leave after two year's service - owe 66% of scholarship monies received.
Leave after three year's service- owe 49% of scholarship monies received.
Leave after four year's service - owe 32% of scholarship monies received.
Leave after five year's service - owe 15% of scholarship monies received.
Leave after six year's service - owe nothing.

Note: If a scholarship recipient works in both full time and part-time positions and then voluntarily leaves the College, a proration of his/her time in the full time and part-time positions should be used to determine the reimbursement due.

G. Grade Point Average (GPA) Requirement.

Recipients of the ADN to BSN scholarship and the BSN to MSN scholarship must maintain a 3.0 or better grade point average to maintain the scholarship.

H. Administration of Scholarships.

Rhodes State College reserves the absolute right to administer the awarding of these scholarships on a select basis and to terminate any awarded scholarships at any time.

I. An active faculty member who is awarded this scholarship will continue to be eligible to receive the tuition reimbursement benefit.

J. This Nursing Program Benefit Scholarship Benefit will only be available for scholarship awards if appropriate funding is available and budgeted for the scholarships.