

# 2022 Annual Notice to Enrolled Students

## Availability of Information

The Higher Education Act of 1965 (HEA), as amended, requires schools participating in the Title IV financial aid programs to provide an annual notice to students and employees disclosing a wide range of consumer information. The purpose of this information is to help students and employees make informed decisions regarding their education or employment.

The consumer information is divided into the following subject areas:

- General institutional information
- Financial aid information
- Completion, graduation, transfer, retention, and placement rates
- Annual security and fire safety reports
- Athletic program information
- Student and parent rights under the Family Educational Rights and Privacy Act (FERPA)

The following pages describe that consumer information and explains how students and employees may obtain the information.

This Annual Notice to Enrolled Students is published and distributed on an individual basis at Registration Day.

For more consumer information, visit the Graham Hospital School of Nursing website at:

<https://www.grahamschoolofnursing.org/prospective-students/consumer-information/>. Paper copies of this information are available upon request.

## Availability of Employees

In addition, a school must designate an employee or group of employees who shall be available on a full-time basis to assist enrolled or prospective students in obtaining information on the school, financial assistance, graduation and completion rates, security policies, and crime statistics. The person shall be available upon reasonable notice to any enrolled or prospective student throughout the normal administrative working hours of the school.

At Graham Hospital School of Nursing, contact: Coordinator of Admissions, Recruitment, and Financial Aid, [soninfo@grahamhospital.org](mailto:soninfo@grahamhospital.org) or (309) 647-5240, ext. 2347.

# General Institutional Information

## Information about the school's academic programs, costs, facilities, and policies

- Academic programs – information about educational programs, facilities, faculty, and written arrangements.

Graham Hospital School of Nursing has only one educational program and one facility.  
Standard Occupational Classification Code 29-1141-00, Registered Nursing  
Classification of Instructional Program 51-3801

School Catalog – inside front cover and pgs. 1, 6-8, 34

Website – <https://www.grahamschoolofnursing.org/prospective-students/welcome/>;  
<https://www.grahamschoolofnursing.org/prospective-students/school-overview/>;  
<https://www.grahamschoolofnursing.org/visit-us/directions/>;  
<https://www.grahamschoolofnursing.org/visit-us/virtual-tour/>;  
<https://www.grahamschoolofnursing.org/current-students-and-faculty/faculty-and-staff/>

While students may attend any college, the School of Nursing has established a cooperative relationship with Spoon River College for the purpose of providing support courses.

School Catalog – pgs. 10, 22, 23, 27, 31-33

Financial Aid Handbook – pgs. 5, 6

- Accreditation and licensure – information about associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs, including contact information.

Documents describing accreditation, approval, or licensure may be reviewed or obtained upon written request to the school director.

School Catalog – pg. 1, 26

- Copyright infringement – penalties and institutional policies related to copyright infringement, including unauthorized peer-to-peer file sharing.

Website – <https://www.grahamschoolofnursing.org/wp-content/uploads/2018/04/Copyright-2018.pdf>, <https://www.grahamschoolofnursing.org/wp-content/uploads/2018/11/Electronic-Resources-Policy-2019-Website.pdf>

- Costs – educational costs of attending the institution, including tuition and fees charged to full- and part-time students and estimated costs of necessary books and supplies, typical charges for room and board, and transportation

School Catalog – pg. 23

Financial Aid Handbook – pgs. 5, 28-29, 46

Website – <https://www.grahamschoolofnursing.org/prospective-students/financial-aid/>

- Disabilities – information about services and facilities available to students with disabilities.

School Catalog – pg. 16

Student Handbook – pgs. 85-89

Website – <https://www.grahamschoolofnursing.org/prospective-students/admissions/>,  
<https://www.grahamschoolofnursing.org/wp-content/uploads/2015/05/Essential-Functions-Form.pdf>

- Study abroad – policy on credit for a student’s enrollment in a program of study abroad.

Graham Hospital School of Nursing does not offer study abroad programs.

- Transfer of credit policy – criteria the school uses regarding transfer of credit earned at another institution and a list of postsecondary schools with which the school has established an articulation agreement.

School Catalog – pg. 11

Website – <https://www.grahamschoolofnursing.org/prospective-students/admissions/>

- Withdrawal procedures, refunds, and return of aid – the requirements and procedures for officially withdrawing from the school and the refund policy for the return of unearned tuition and fees or other refundable portions of costs paid to the school, including the return of Federal Student Aid grant or loan funds.

School Catalog – pgs. 15, 24-25

Financial Aid Handbook – pgs. 33-34

Website: <http://www.grahamschoolofnursing.org/CurrentFinancialAid.html>

## Financial Aid Information

**Information about the federal, state, local, private, and institutional need-based and non-need-based student financial assistance programs available to students, as well as the rights and responsibilities of students receiving financial aid (and specifically federal aid)**

- Application for financial aid – procedures and forms for applying for aid.

School Catalog – pgs. 20-22

Financial Aid Handbook – pgs. 7-11

Website – <http://www.grahamschoolofnursing.org/prospective-students/financial-aid>

- Awards – the criteria for determining the amount of a student’s financial aid award.

School Catalog – pgs. 21-22

Financial Aid Handbook – pgs. 7, 34-37

Website – <http://www.grahamschoolofnursing.org/prospective-students/financial-aid>

- Eligibility – information on eligibility requirements for financial aid, selection of recipients from the group of eligible applicants, and the rights and responsibilities of students receiving financial aid (especially federal aid).

School Catalog – pgs. 20-21

Financial Aid Handbook – pgs. 8, 11, 12, 24-25, 26

Website – <http://www.grahamschoolofnursing.org/prospective-students/financial-aid>

## **COMPLETION, GRADUATION, TRANSFER, RETENTION, AND PLACEMENT RATES**

**Information on rates for certificate- or degree-seeking, first-time\*, full-time undergraduate students**

- Graduation rate – information on six-year completion or graduation rate of certificate- or degree-seeking, first-time\*, full-time undergraduate students.

School Catalog – pg. 25

Website – <https://www.grahamschoolofnursing.org/prospective-students/program-outcomes/>,  
<https://www.grahamschoolofnursing.org/wp-content/uploads/2019/08/Student-Outcomes-2018.pdf>

- Transfer rate – information on the transfer-out rate of certificate- or degree-seeking, first-time\*, full-time undergraduate students, if the school’s mission includes providing substantial preparation for students to enroll in another eligible school.

Graham Hospital School of Nursing’s mission does not include providing substantial preparation for students to enroll in another eligible school.

- Retention rate – information on the retention rate of certificate- or degree-seeking, first-time\*, undergraduate students.

School Catalog – pg. 25

Website – <https://www.grahamschoolofnursing.org/prospective-students/program-outcomes/>,  
<https://www.grahamschoolofnursing.org/wp-content/uploads/2019/08/Student-Outcomes-2018.pdf>

\* First-time student: a student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

Graham Hospital School of Nursing has a very small number of students who are full-time, first-time, degree/certificate seeking students. Most of our students have completed some course work before entering our program and are therefore not considered first-time, degree/certificate students.

- Placement rate – information on the placement of, if the school calculates such a rate, and types of employment obtained by graduates of the school’s degree or certificate programs.

Graham Hospital School of Nursing does not calculate a placement rate or advertise job placement rates as a means of recruiting students.

Graduates are employed as Registered Nurses in hospitals, clinics, nursing homes, medical offices, and other such settings.

School Catalog – pg. 25

Website – <https://www.grahamschoolofnursing.org/prospective-students/program-outcomes/>,  
<https://www.grahamschoolofnursing.org/wp-content/uploads/2019/08/Student-Outcomes-2018.pdf>

- Post-graduate study – information on the types of graduate and professional education in which graduates enroll.

School Catalog – pg. 25

Website – <https://www.grahamschoolofnursing.org/prospective-students/program-outcomes/>,  
<https://www.grahamschoolofnursing.org/wp-content/uploads/2019/08/Student-Outcomes-2018.pdf>

## Annual Security and Fire Safety Reports

### Information about campus crime and safety

- Campus Security Report – policies and three-year campus security statistics for primary crimes, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson; arrests and referrals for disciplinary actions, including liquor and drug law violations and illegal weapons possession; hate crimes; and dating violence, domestic violence, and stalking.

Students are emailed a copy of the Report. It is posted on the Financial Aid Office bulletin board.

Annual Campus Security Report October 2021

Campus Crime Statistics October 2021

Student Handbook – pgs. 18-38

Website – <https://www.grahamschoolofnursing.org/prospective-students/consumer-information/>

- Fire Safety Report – information about any fire that occurs in an on-campus student housing facility.

Students are emailed a copy of the Report. It is posted on the Financial Aid Office bulletin board.

Annual Fire Safety Report October 2021

Student Handbook – pgs. 36-37, 41

Website – <https://www.grahamschoolofnursing.org/prospective-students/consumer-information/>

**NOTE: Effective May 31, 2021, there are no on-campus student housing facilities.**

## **Athletic Program Information**

### **Information about athletic program participation and financial support**

- Equity in Athletics Disclosure (EASA) Report – information about gender equity in athletics for schools with an intercollegiate athletic program.

Graham Hospital School of Nursing does not have an intercollegiate athletic program.

## **Family Educational Rights and Privacy Act (FERPA)**

### **Information about student and parent privacy rights**

- Family Educational Rights and Privacy Act (FERPA) Notice – information about privacy of a student's education record, include the student's right to review and request changes and to consent to disclosures of personally identifiable information contained within those records.

Students receive a Release of Directory Information form at registration.

School Catalog – pg. 17

Student Handbook – pgs. 80-82