



COLLEGE  
CATALOG  
2016  
2017

 **Bon Secours**  
Memorial College of Nursing

# welcome

Welcome to Bon Secours Memorial College of Nursing. We are delighted you chose our College to pursue your education. Our nursing programs exceed expectations, as shown by our unsurpassed NCLEX-RN exam pass rates, a proud distinction of excellence. As a BSMCON nursing student, you will be immersed in coursework, simulation labs and clinical experiences while building leadership, supporting community and developing personal and professional relationships that will undoubtedly last beyond your time with us.

We are here to guide you through this journey. Our experienced faculty and dedicated staff will help celebrate your victories and support any challenges. As you progress through the program, the information provided in this College Catalog will be indispensable. Please read and use this document as a reference. When guidelines/policies are added or modified, an update will appear on [www.BSMCON.edu](http://www.BSMCON.edu) under Policies. Please seek clarification if you have questions. Best wishes for a successful and memorable year ahead!

Sincerely,

**Melanie H. Green, PhD, RN**

Vice President and Provost



## Bon Secours Memorial College of Nursing

Bon Secours Memorial College of Nursing (the College) is a division of Bon Secours Memorial Regional Medical Center of the Bon Secours Virginia Health System. The College reports to the Bon Secours Richmond Joint Hospitals Board of Directors, which is the governing authority for the College. The Board has designated that the College Vice President and Provost reports directly to the CEO of Bon Secours Richmond as the executive officer for the College.

The College is an equal opportunity education institution. The College does not discriminate based on race, color, religion, age, marital status, national origin, gender, sexual orientation, military veteran status or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, or other College administered programs.

The contents of the College Catalog (Catalog) do not create a contract, nor do they constitute a guarantee of continued enrollment at the College. The College reserves the right to modify, amend, or delete statements and to make changes to the Catalog, curriculum, calendar, financial aid, and College policies as deemed necessary. Policy changes are communicated via the College's website, [www.BSMCON.edu](http://www.BSMCON.edu). Each student is expected to abide by the information contained in the Catalog. Failure to read the Catalog will not excuse the student from accountability.

Effective 2016–2017 academic year.

## college administration/staff

**Melanie Green, PhD**  
**Barbara Sorbello, PhD**  
**Holly Pugh, MSHA**  
**Regina Welch, EdD**  
**Leslie Winston, MEd**  
**Carrie Newcomb, MEd**  
**Chris-Tenna Perkins, PhD**

Vice President, Provost  
Dean of Nursing  
Dean of Clinical Simulation Center  
Dean of Finance and Administration  
Dean of Student Services  
Associate Dean of Student Services  
Associate Dean of Nursing

**Noel Basma, BS**  
**Joann Bawiec, BA**  
**Kathy Buckley, MEd**  
**Marlene Cicchetto**  
**Benjamin Djeukeng, PhD**  
**Michael Edwards**  
**J. Scott Ellis**  
**Randy Faulk**  
**Peggy Gault**  
**Jennifer Goins, MA**  
**Kathleen Hierholzer, MSLS**  
**Arlene Holowaychuk, MSN**  
**Linda Jackson, AA**  
**Troy Jackson, BS**  
**Lydia (Dia) Lisner, BA**  
**Julie Marsh, MEd**

Simulation Technical Specialist  
Programming Coordinator  
Coordinator of Continuing Education  
Financial Aid Specialist  
Director of Institutional Effectiveness  
Certification Instructor  
Certification Coordinator  
Building Coordinator  
Executive Assistant  
Sr. Development Officer  
Librarian  
Nursing Academic Success Coordinator  
Administrative Secretary  
Certification Instructor  
Registrar  
Coordinator for Distance Education  
and Instructional Design

**Tracy McCann**  
**Allison Peterson, MS Ed**  
**Jami Poag, MEd**  
**Patricia Roberson**  
**Becky Roberts, MHA**

Administrative Secretary  
Career Counselor  
Academic Counselor  
Administrative Secretary  
College Health and Wellness  
Program Coordinator

**Shawn Ruppert, BA**  
**Allan Sackenreuter, BS**  
**Ingrid Terrell, BA**  
**Maria Vasquez**  
**Carol Woychak, BS**

Registrar Specialist  
Technical Coordinator  
Marketing Assistant  
Admissions and Recruitment Specialist  
Admissions Assistant

# table of contents

Telephone Numbers .....	4
Emergencies .....	4
Accreditation .....	4
History of the College .....	5
Bon Secours Memorial College of Nursing:	
Mission, Vision, Values .....	5
Institutional Goal Statements .....	6
Bon Secours Richmond Health System	
Joint Hospitals Board .....	6

## 1. academic policies & procedures

Academic Calendar .....	8
Academic Classification .....	9
College Grading System .....	9
Changes of Curricula, Courses, Catalog and/or	
Semester Schedule .....	11
Background Checks .....	11
Address/Name Change .....	11
Closings - Late Openings .....	11
Verification of Attendance .....	12
Communication .....	12
Appeal Process for Student Grievances/Complaints:	
Academic and Non-Academic .....	12
Students with Disabilities .....	16

## 2. standards for student performance

Student Rights & Responsibilities .....	18
Student Conduct .....	18
Honor System .....	21
Family Educational Rights & Privacy Act (FERPA) .....	24
Drug & Substance Abuse .....	25
Children and Pets in the Academic Setting .....	26
Social Media Use and Guidelines .....	26

## 3. admission, progression & graduation

Admission/Readmission .....	28
Enrollment Agreement .....	28
Registration for Classes .....	28
Add/Drop Period .....	28
Transfer Credit .....	29
Academic Status and Satisfactory Academic Progress .....	30
Resignation .....	33
Graduation .....	34
Transcripts .....	34

## 4. financial policies & resources

Tuition, Fees & Terms of Payment .....	37
The Book Advance Program .....	38
Scholarships .....	39
Financial Aid .....	40
Consortium Agreements .....	43
SAP & Title IV Financial Aid Eligibility .....	44
Refunds .....	46

## 5. program academic policies & procedures

Program .....	49
Essential Technical Standards .....	50
Bachelor of Science In Nursing .....	52
Pre-licensure .....	59
Post-licensure — RN-BSN .....	67
Admission/Readmission .....	70
Attendance .....	71
Clinical Compliance Requirements .....	71
Dress Code .....	73
Grading System—Nursing Program .....	74
Progression and Graduation .....	75

## 6. safety & facility information

Directions .....	77
Parking Guidelines .....	77
Housing, Transportation, & Dining Services .....	77
Posting Notices .....	77
Smoking .....	77
Campus Security and Safety .....	77
Alcohol and Drug Policy Procedures .....	78
Firearms, Ammunition & Weapons .....	78
Voluntary Confidential Reporting .....	82

## 7. student services

Student Services .....	84
Wellness Support Services .....	84
Clinical Simulation Center .....	85
Computers & Systems .....	85
Disclosure .....	87
Educational Facilities .....	87
The Learning Commons .....	88
The Library .....	88
Student Organizations .....	88

## 8. appendices

Academic Terms & Definitions .....	91
Federal Definitions .....	92
Student Grievance Policy Flowchart .....	94
Personnel .....	96
Student Government Organization Bylaws .....	98

# telephone numbers

**MAIN TELEPHONE:**.....804-627-5300

**MAIN FAX:**..... 804-627-5330

Academic Counselor .....	627-5349
Admissions Director.....	627-5139
Admissions and Recruitment Specialist .....	627-5339
Billing/Business Office.....	627-5362
Building Coordinator .....	627-5388
Career Counselor.....	627-5381
Counseling, Personal .....	855-691-4941
Financial Aid Director.....	627-5329
Financial Aid Specialist.....	627-5301
Health and Wellness Coordinator .....	627-5337
Librarian .....	627-5340
Registrar.....	627-5335
Registrar Specialist.....	627-5331
Student Success Director.....	627-5303

# emergencies

## EMERGENCY DIRECTORY

(Note: Dial 9 first to get an outside line)

Ambulance Service .....	911
Fire Department.....	911
Police, emergency.....	911
Police, non-emergency .....	501-5000
Poison Control.....	800-552-6337
Security, Windsor .....	335-7901
Security, Memorial Regional Medical Center .....	764-6026
Windsor Property Manager .....	264-8005
BSMCON Building Coordinator.....	627-5388
BSMCON Dean, Finance and Administration .....	627-5350
BSMCON Dean, Nursing .....	627-5344
BSMCON Dean, Student Services .....	627-5327
BSMCON Executive Secretary .....	627-5325
BSMCON Main Number.....	627-5300
BSMCON VP/Provost.....	627-5346

## ALERTS

The College has implemented a broadcast alert and notification system as part of its safety plan. The Vice President/Provost, Deans, and Building Coordinator have been assigned system access to broadcast text message alerts. In case of an emergency, a College administrator will contact all employees and students via text message and email with an appropriate alert. Students who elect not to receive text messaging can opt-out in their information system account. Students who do not have a cell phone or who do not request text alert activation shall assume full responsibility for obtaining information regarding College closures and related actions via other modes of communication.

# accreditation

Bon Secours Memorial College of Nursing is certified to operate by the State Council of Higher Education in Virginia and the Virginia Board of Nursing. The College is accredited by the Accrediting Council for Independent Colleges and Schools to award the bachelor's degree. The BSN program includes the essential content recommended by the American Association of Colleges of Nursing. The baccalaureate degree in nursing at Bon Secours Memorial College of Nursing is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791. The College of Nursing is owned by Bon Secours Memorial Regional Medical Center, which is responsible for the College's operation.

## Accrediting Council for Independent Colleges and Schools

750 First Street, NE  
Suite 980  
Washington, DC 20002-4241  
(866) 510-0746 Toll free

## American Association of Colleges of Nursing Commission on Collegiate Nursing Education

One Dupont Circle, NW  
Suite 530  
Washington, DC 20036  
(202) 463-6930

## State Council of Higher Education in Virginia

101 N. 14th Street  
Richmond, VA 23219  
(804) 225-2600

## Virginia Board of Nursing

9960 Mayland Drive,  
Suite 300  
Henrico, VA 23233  
(804) 367-4400

# history of the college

The College's rich history dates back to the formation of Richmond Memorial Hospital in 1957. The hospital was built to memorialize the Richmond community's World War II victims and to provide a general hospital that served people of all races and backgrounds, regardless of their ability to pay. Richmond Memorial Hospital's School of Nursing opened in 1961 to serve as a source of nurses for the hospital and to raise the level of health care in the community. In 1993, a replacement hospital for Richmond Memorial was planned in collaboration with Bon Secours. The new hospital, Bon Secours Memorial Regional Medical Center, opened in 1998. The school was renamed the Bon Secours Memorial School of Nursing.

The College graduated the last diploma class in May 2012. During its 51 years of operation, the diploma program produced more than 2,000 registered nurses who have delivered exceptional health care to their patients as a result of the excellent educational foundation they received. In response to the need to prepare registered nurses at the baccalaureate level of education, the school officially changed its status to a baccalaureate degree-granting college in 2010.

Firmly rooted in this tradition of excellence, the College offers a Bachelor of Science in Nursing (BSN) program with both pre-licensure and post-licensure (RN-BSN) tracks. The BSN program includes the essential curricular content recommended by the American Association of Colleges of Nursing. The College is dedicated to facilitating a view and practice of health care as a ministry that anticipates the need to adapt to the ever-changing and demanding health care environment in order for our graduates to provide the highest quality care.

Bon Secours Health System is a Catholic, not-for-profit, community-based health care system whose mission is to provide "good help to those in need". The Sisters of Bon Secours (French for "good help"), an international religious congregation devoted to the care of the poor and sick, was founded in Paris, France in 1824. In the United States, the congregation's health care ministries, which are operated by the Bon Secours Health System, Inc., include acute care hospitals, long-term care facilities, clinics, physicians' practices, home health care services, and hospices.

# bon secours memorial college of nursing

## mission

The mission of the Bon Secours Memorial College of Nursing is to foster holistic lifelong learning through innovative career education designed to cultivate servant leaders who are passionate about bringing people and communities to health and wholeness.

## vision

We will be the College of choice for those who consider caring to be a calling and a ministry inclusive of the needs of all people.

## values

*As a higher education institution, we commit that our mission, vision, and strategic direction are framed within these value statements:*

**Compassion** — intentional engagement in caring practices that embodies a culture of respect, integrity, and justice

**Quality** — commitment to educational excellence that promotes lifelong intellectual, ethical, and spiritual growth

**Service** — cultivation of an attentive spirit that seeks to empower others in the co-creation of a just and caring world



## institutional goal statements

*The College strategic plan is focused upon three unifying themes:*

**Caring** — Provide a framework for positively impacting society through culturally sensitive service to the global community.

**Learning** — Foster an environment designed to engage the learner in the development of a critical and creative consciousness.

**Transforming** — Liberate the potential of the College community by expanding individual and collective capabilities with respect to knowledge, discernment, and growth.

This College Catalog is an overview of the College's policies. For complete policies, please visit our website at [www.bsmcon.edu](http://www.bsmcon.edu).

### **Bon Secours Richmond Health System Joint Hospitals Board**

Francine Barr  
Jean Ann Bolling  
Chandrashekar Challa  
John Daniel, MD  
Anup Gokli, MD  
Pamela Hacker  
Chris Hairston-White  
B. H. B. Hubbard, III  
Sr. Anne Marie Mack, CBS  
Joanne D. Natrass  
Paula Peaden  
Fr. John Podsiadlo  
Sr. Victoria Segura, MD  
William Shewmake  
Shannon E. Sinclair  
Nancy C. Thomas  
Michael D. Williams



# 1 academic policies & procedures

## IN THIS SECTION:

- 8 Academic Calendar
- 9 Academic Classification
- 9 College Grading System
- 11 Changes of Curricula, Courses, Catalog, and/or Semester Schedule
- 11 Background Checks
- 11 Address/Name Change
- 11 Closings — Late Openings
- 12 Verification of Attendance
- 12 Communication
- 12 Appeal Process for Student Grievances/Complaints:
- 16 Academic and Non-Academic Students with Disabilities

# academic calendar

The calendar is subject to change. Please access the very latest calendar via CampusNexus® (formerly SONISWeb).

The College academic year is defined as two standard terms (Fall, Spring) of 15 weeks plus a final examination week. Full-time status, during a standard term, is enrollment in 12 credit hours of study or more. A Summer term, if offered, is defined as 10 weeks inclusive of the final examination period. Full-time status during a Summer term is enrollment in 12 credit hours of study or more.

Academic programs may have variations to this definition. Any such variations are defined in the corresponding program policy.

## Completion Date of Program:

The official completion date of the program shall be defined as the last date of the term as specified on the Bon Secours Memorial College of Nursing academic calendar.

FALL 2016	
August 15	Fall Semester begins
August 15 - 22	Add/drop period ends Monday, August 22
August 22	Last day to drop a course with 100 percent refund
August 26	Last day to withdraw from a course with a grade of "W"
September 5	Labor Day - College closed
October 3	BSN Advising period for Spring 2017
October 24	Last day to withdraw from a course w/ "WS" or "WU"
October 24	Registration opens at 3:00 p.m. for Spring 2017
November 18	Intent to Graduate forms due for Spring 2017 graduates
November 22 - 23	No classes: study days and faculty work days
November 24 - 27	Thanksgiving/Fall Break - College closed
November 28, December 1 - 2	Graduating Seniors Only: Examination Period
December 2	Classes end
December 5 - 9	Examination period
December 12	Final grades due
December 15	Graduation
SPRING 2017	
January 9	Spring Semester begins
January 9 - 16	Add/drop period ends Monday, January 16
January 16	Last day to drop a course with 100 percent refund
January 16	Martin Luther King, Jr. Day - No classes; Community Service Day
January 20	Last day to withdraw from a course with a grade of "W"
February 20 - March 10	BSN Advising period for Summer and Fall 2017
March 13 - 19	Spring Break - No classes
March 20	Registration opens at 3:00 p.m. for Summer and Fall 2017 sessions
March 28	Last day to withdraw from a course with a "WS" or "WU"
April 14	Good Friday - No classes
April 17	Intent to Graduate forms due for Summer and Fall 2017 graduates
April 24, 27, 28	Graduating Seniors Only: Examination Period
May 2	Classes end
May 3	Study day
May 4 - 10	Examination period
May 11	Final grades due
May 18	Graduation (tentative)
SUMMER 2017	
May 22	Summer Session begins
May 22 - 29	Add/drop period ends Monday, May 29
May 29	Last day to drop a course with 100 percent refund
May 29	Memorial Day - College closed
June 2	Last day to withdraw from a course with a grade of "W"
July 3	Last day to withdraw from a course with a "WS" or "WU"
July 4	Independence Day - College closed
July 28	Classes end
July 31	Final Grades due



# academic classification

Student academic classification is based on the number of credit hours completed including transferred hours. Classification is as follows:

CLASSIFICATION	CREDITS
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or above

Normal Course Load: Students may enroll for a maximum of 19 credit hours during Fall and Spring semesters and 12 credit hours during the Summer semester. A student who wishes to exceed the normal course load must seek approval from the Dean of Nursing.

## Enrollment Standards:

ENROLLMENT STATUS	CREDITS
Full-time	12 or above
Half-time	6-11
Less than half-time	1-5

# college grading system

Academic programs of the College have the option of using a grading method that is appropriate for the program. However, all grades are translated into the following quality points:

LETTER GRADE	NUMERICAL EQUIVALENT	GRADE POINT INTERPRETATION	QUALITY POINTS PER CREDIT HOUR
<b>Pre-licensure and Post-licensure Tracks</b>			
A	94-100	Excellent	4
B+	91-93		3.5
B	87-90	Above average	3
C+	84-86		2.5
C	80-83	Average	2
D+	77-79		1.5
D	73-76	Unsatisfactory	1
F	0-72	Failure	0
I*		Incomplete	Not used in GPA
MG*		Missing grade	Not used in GPA
P*		Passing, credit awarded, no effect on GPA	Not used in GPA
W*		Withdrawal	Not used in GPA
WA*		Administrative Withdrawal	Not used in GPA
WS*		Withdrawal-Satisfactory Progress	Not used in GPA
WU*		Withdrawal-Unsatisfactory Progress	Not used in GPA
AU*		Audit (No credit)	Not used in GPA

\*Practicum grades are based on satisfactory "Pass" or unsatisfactory "Fail" work.

## grade point average (gpa)

A student's GPA is an index of scholastic performance and is computed on the ratio of quality points earned to semester hours attempted. Courses with grades of I, P, W, WA, WS, WU, AU are not used in the calculation of the GPA. A student's GPA is calculated by dividing the sum of earned quality points by the sum of attempted hours for all courses receiving a grade used in calculating the GPA (see above). Only course work taken while enrolled at the College is used in the GPA.

### EXAMPLE:

COURSE	GRADE	CREDIT HOURS	X	QUALITY POINTS	=	TOTAL QUALITY POINTS
NUR 2101	B	3	X	3	=	9
NUR 2102	B	4	X	3	=	12
NUR 2103	P*	2	X	n/a	=	n/a
BIO 205	A	4	X	4	=	16
Sub Total		13-2		(*P grade not used in calculation)		
<b>Total</b>		<b>11</b>				<b>37</b>

$$37 / 11 = 3.36 \text{ semester GPA}$$

## incomplete grades

An incomplete grade may be assigned by the instructor for theory or clinical requirements when extenuating circumstances such as illness or other emergency prevent a student from completing course requirements by the end of the course. Failure to satisfactorily complete the course requirements by the official first date of the following semester will result in course failure. A waiver may be granted by the Dean of Nursing in extenuating circumstances in which the time frame is unreasonable. If a waiver is granted, the student must meet the course requirement(s) no later than the end of the 4th week of the following semester.

## auditing a class

Class size permitting, students may register for courses on an audit (AU) basis. Auditing a course means a student enrolls in a course but does not receive academic credit.

Students wishing to audit must submit a Course Approval form to the Dean of Nursing. Registrations for audit will only be accepted during the published add/drop period. Students who register for a course on an audit basis are subject to attendance regulations of that course and, unless otherwise specified at the discretion of the instructor, are subject to the same course requirements as other students in the class. Students may be administratively withdrawn for a violation of course requirements. Audit courses do not count as part of the student's course load and are not included in the calculation of GPA. The regular tuition/fee rate is charged for audit courses.

## grade change

If an instructor finds that it is necessary to change a student's grade (other than from an Incomplete to a letter grade as defined above), the grade change must be made before the first class day of the next semester (including Summer). A Grade Change form must be submitted to the Office of the Registrar. Grades can only be changed in extenuating circumstances if the instructor submits a written request for deadline extension to the Dean of Nursing.

## administrative withdrawal

In extenuating circumstances, e.g., a serious medical or mental health issue, death of a close family relative (parent, grandparent, sibling, or spouse), etc., the academic dean or program director may administratively withdraw (WA) a student from enrollment during a semester. A grade of WA for every course in that semester will be recorded and will have no impact on GPA calculation. The Dean or Program Director may request a written statement from the student and/or health care provider briefly explaining the circumstances for the administrative withdrawal, or in the case of a death, an obituary of the close family relative. The Dean or Program Director will inform the Office of the Registrar concerning the awarding of WA grades and the Office of Fiscal Services concerning any account adjustment to reflect a pro-rated refund of tuition and fees for that semester. Students are responsible for contacting the Office of Financial Aid to see how their course withdrawal may impact their financial aid status. Petition for exceptions to this policy may be considered by the academic dean and/or Vice President/Provost.

# changes of curricula, courses, catalog, and/or semester schedule

The College reserves the right to make appropriate changes without notice in any information, to include procedures, policies, calendars, requirements, programs, course offerings and schedules, curricula, financial aid and fees, as published in the catalog, website, and in other communications.

The information provided in the catalog, website, and in other communications, is intended for information purposes only and does not constitute a legal obligation of any kind between the College and any person or entity. While every effort is made to provide accurate and timely information, the College cannot and does not guarantee or warranty that the information is correct, complete, or up-to-date.

The catalog that determines the curricular requirements for a degree is the catalog that is in effect at the time of a student's admission to Bon Secours Memorial College of Nursing. This catalog may be used for a maximum of seven years, provided enrollment is not interrupted for two consecutive regular semesters (fall and spring) and/or the student does not fail a NUR or PHR course. Students whose enrollment is interrupted for two consecutive regular semesters or who fail a NUR or PHR course must use the catalog in effect at the time of re-entry or program change.

The College will make a reasonable effort to honor the statement of curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued and requirements are changed as a result of actions by accrediting associations and other external agencies, the College, having sole discretion, shall make the final determination whether degree requirements are met.

The College reserves the right to cancel or discontinue any courses as a result of low enrollment or for other reasons deemed necessary. In order to assure quality instruction, the College reserves the right to close registration when maximum enrollment has been reached. The College reserves the right to make changes in schedules and/or faculty when necessary.

## background checks

Prior to enrollment at the College, each pre-licensure student is required to have a background check to include the Virginia Child Protective Services Report. Even if a conviction history does not bar a student from attending the College, licensing boards will make their own determination at the time the student applies for licensure.

Please be advised that licensing boards may deny an individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted, pleads guilty or no contest to a felony or other serious crime. Successful completion of the BSN program does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment.

RN-BSN students are responsible for providing documentation to comply with clinical site regulations as needed. Students may be required to complete a renewal background check if it is required by a clinical agency. Students are responsible for background check costs during enrollment.

## address/ name change

When there is a change in any contact information (address, phone number, etc.), students may make those changes in their student information account.

Students who are Bon Secours employees and wish to change their name are directed to Human Resources who will initiate all updates. Students who are not Bon Secours employees and wish to change their names must complete a Name Change form and provide a copy of a government-issued photo ID with the new name to the Office of the Registrar.

## closings — late openings

Students should exercise common sense and good judgment in determining their ability to travel safely during inclement weather. Notice must be given to their instructors for any absence.

- Students are responsible for attending all classes and clinical experiences at the College (BSMCON), as well as all general education classes. During inclement weather conditions, however, BSMCON classes and clinical rotations as well as general education classes may be cancelled.
- Students must check for an announcement of a delayed opening, early closure, or cancellation on the following: 1) learning management system (Blackboard), 2) College main desk at 804-627-5300, 3) Channel 12 NBC TV, Channel 6 WTVR, Channel 8 WRXL, 4) text message alerts, 5) College website [www.bsmcon.edu](http://www.bsmcon.edu), 6) College social media channels (Facebook and Twitter). BSMCON may cancel classes for a portion of the day or all day. BSMCON does not necessarily close/open on the same schedule as other local colleges and universities.

To ensure that students have the required instruction and/or clinical experience dictated by the program, it may be necessary to develop an alternative schedule or learning activities; therefore, classes and clinicals may need to be rescheduled to include either extended class/clinical times and/or utilize evenings or weekends. In collaboration with administration, faculty will develop and clearly communicate in writing the alternative plan. This plan should not conflict with other class or clinical expectations.

Any learning opportunities (e.g., virtual class sessions) provided by faculty to students during a college closure must be communicated with the academic dean or her/his designee prior to the offering and such offerings must not require mandatory attendance of students.

## verification of attendance

All students are required to verify attendance each semester in which they are enrolled. Students will be notified by email with instructions and when to start this process. Students are required to self-certify their attendance using the College's student information system CampusNexus® (formerly SONISWeb). Students receiving financial aid are required to self-certify prior to any disbursement of financial aid. The student certification does not preclude instructors from taking class attendance. BSMCON identifies the last date of attendance for both on-ground and online students in order to be in compliance with federal reporting requirements, determine refunds, etc. Please review the full policy online for dates and deadlines.

## communication

The College provides email and other necessary system access to enhance each student's academic experience. As email is the primary means of communication between College personnel and students, the College expects that students will maintain frequent email contact by reading and, if requested, responding to any emails sent by the College in a timely manner.

Students may apply for Bon Secours ActiveSync to access College emails from their personal wireless devices. Application forms are available during new student orientation and posted on Blackboard. This access will be terminated upon graduation or resignation from the College.

Faculty may determine how email is used in their courses and will make appropriate notations regarding email requirements in the course syllabi. Faculty may not transmit grades through email. Additionally, due to email account size limits, email correspondence between faculty and

students should be limited to text only, and students and faculty should exchange files only through Blackboard.

The College uses its information system and learning systems for both individual and group communication. No personnel or student may use these systems to transmit unsolicited email that violates the general principles of conduct outlined in the College Catalog and/or other policies.

Personnel and students are expected to take into consideration the sensitive and/or confidential nature of any information they want to transmit. Email may not be appropriate means of communication in some circumstances. The College does not allow students to forward their College email to another email account as transmitting patient information outside the Bon Secours system would result in a HIPAA violation. The use of email should comply with all Bon Secours Health System, local, state, and federal regulations, including the Family Education Rights and Privacy Act of 1974 (FERPA).

## nondiscrimination policy

As required by state and federal law, the College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Regina E. Welch, EdD  
Dean, Finance and Administration  
Bon Secours Memorial College of Nursing  
8550 Magellan Parkway  
Richmond, VA 23227  
Phone: 804-627-5350  
Fax: 804-627-5330  
titleXcoordinator@bshsi.org

## appeal process for student grievances/complaints: academic and non-academic

The appeals policy described below is applicable to academic and non-academic student grievances as well as student complaints of unlawful discrimination or unfair treatment on the basis of:

- Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
- Title IX of Education Amendments of 1972, as amended

- Section 504 of the Rehabilitation Act of 1973, as amended, and regulations implemented by HEW consistent therewith
- Americans with Disabilities Act of 1992
- Provisions of Executive Order Number 11246 as amended 66 by 11375
- Family Educational Rights and Privacy Act of 1974 as amended
- Governor’s Executive Order Number One, Virginia Equal Employment Opportunity Plan, effective February 6, 1974

## definitions:

**Academic grievance:** a formal process through which a student can appeal through his/her course instructor and the college’s administrative leadership the student’s final grade in a course. A final course grade appeal must be based on at least one of the following claims:

- capricious action on the part of the faculty member that affects the student’s final grade; *A capricious action is defined as one made on a whim or without justifiable reasons.*
- prejudicial treatment of the student by the faculty member with respect to the application of the course syllabus, thereby affecting the student’s final grade; *Prejudicial treatment is defined as treating the student lodging the final grade appeal differently than other students in the course with respect to the instructor’s application of the course syllabus.*
- erroneous judgment of the faculty with regard to the correct answer for exam item(s). *A claim of erroneous judgment means that the student is able to produce evidence (from textbooks, class notes provided directly from the faculty, or other valid materials) to substantiate that a different answer other than that keyed is a correct response.*
- a documented error in calculating the student’s final grade.

**Non-academic grievance:** a formal process through which a student or student group can appeal a non-academic decision made by a faculty or staff member that negatively affects a student/student group’s standing with the college. A non-academic grievance or complaint may include disputes between a student/student group and an office of the College regarding the interpretation and/or application of the policies and procedures of the College, student governance issues, student activities, and other concerns that a student might present for redress. A non-academic grievance may be based on one of the following claims:

- arbitrary and/or capricious actions by a staff member or administrative office;
- prejudicial treatment of a student by a staff or faculty member or administrative office;

- an administrative error in the application of a policy by a staff or faculty member or administrative office.

**Student:** any person who is officially registered at the College during the specific academic semester or term in which the grievance occurs.

**Student Grievance Committee:** an ad-hoc committee established to hear a Level III grievance matter. Committee composition includes: the appropriate Administrative Cabinet member, one (1) teaching faculty member, one (1) Student Affairs Committee representative, and one (1) student.

## policy:

It is the policy of the College that appropriate processes and procedures be followed in all matters pertaining to the rights of students.

## initiation of a grievance:

Grievances may be submitted electronically by email.

- An academic grievance must be initiated at the end of the semester no later than 48 hours (maximum of 2 business days) after the day final grades are due as published in the academic calendar.
- A non-academic grievance must be initiated no later than 48 hours (maximum of 2 business days) from the time the student identifies as becoming aware of the issue. In the event that a student is at a distance and is unable to travel to campus to meet, meetings may be facilitated by teleconference.

Students are encouraged to contact the Dean of Student Services if assistance is needed in understanding this policy. In addition, the Dean of Student Services will assist students in determining the appropriate person with whom a student must file an appeal, and providing that person’s contact information.

## procedures:

### Level I

- The student with a grievance must provide in writing a formal letter/email to the instructor or non-instructional party outlining the grade or decision in which he or she is grieving, provide supporting information for the grievance and request to meet with his/her instructor or person whose actions he or she is grieving.

Academic grievances must be submitted in the following order:

Level I	Level II	Level III
Instructor (copied to Program Coordinator)	Associate Dean (copied to Program Dean)	Chair of Hearing Committee (Administrative Cabinet Member)

In the instance of a non-academic grievance, the student must submit a copy of the letter/email to the administrative unit supervisor of the person he or she is grieving. A typical non-academic grievance would occur in the following order:

Level I	Level II	Level III
College personnel/ office whose actions are being grieved (copied to Administrative Supervisor)	Administrative Supervisor (copied to Appropriate Dean) <b>or</b> Appropriate Dean (copied to Provost)	Chair of Hearing Committee (Administrative Cabinet Member)

- The instructor/non-instructional party has a maximum of ten (10) business days from the date the grievance is received to schedule a meeting with the student. Within five (5) business days after the meeting, the instructor/non-instructional party must provide the student a letter outlining the decision of the meeting. A copy of the letter should be forwarded to the Dean of Student Services. The academic or administrative unit should follow up in order to ensure the meeting is held. In the event the instructional or non-instructional party is unavailable, the administrative supervisor has the discretion to move to Level II or postpone the hearing until the instructional or non-instructional party is available. The administrative supervisor must document his or her effort to contact the instructor or non-instructional party. The administrative supervisor will communicate his or her decision to move the Level I meeting to a Level II hearing.
- At the meeting, the student must clearly present his or her case regarding the aggrieved issue and the resolution that he or she would like to occur. Every reasonable effort should be made by both parties to resolve the matter at this level. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. Faculty/staff members may have a silent observer in attendance at the meeting. Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and faculty/staff member must agree to the student's silent observer. If an agreement regarding the appeal is made, a copy of the agreement and other appropriate documentation, including the original grievance letter, must be forwarded to the Dean of Student Services.
- If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

## Level II

- The student may file a written appeal of the Level I grievance decision with the faculty or staff member's administrative supervisor within five (5) business days after the written decision from the Level I meeting has been communicated. The written statement provided for Level I describing the issues grieved must be part of the student's written request for the Level II hearing. Within ten (10) business days of receipt of the written grievance, the administrative supervisor will fully investigate the grievance. This investigation may include review of material submitted by both parties, and the scheduling of a meeting with the parties in an effort to resolve the grievance (the actual conference may occur after the 10 days, but its date should be established within this time frame).
- If a meeting is called, the role of the administrative supervisor is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that college policies have not been violated, and render a decision concerning the matter. Faculty/staff members may have a silent observer in attendance at the meeting. Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and faculty/staff member must agree to the student's silent observer. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. The administrative supervisor within ten (10) business days after receipt of the grievance or completion of the conference if called, shall prepare a report of the disposition of the matter providing copies to the student and the instructor or non-instructional party. In addition, a copy of the report and the official grievance letters (Level I and Level II) must be forwarded to the Dean of Student Services.

## Level III

- If the student is not satisfied with the disposition at Level II, within five (5) business days from the communication of the disposition from the administrative supervisor, the student may file a written appeal to the appropriate Administrative Cabinet member; students are encouraged to contact the Dean of Student Services if help is needed in determining the name and contact information of the appropriate Administrative Cabinet member. Within ten (10) business days of receipt of this appeal, the Administrative Cabinet member will set a date for a hearing for all parties involved.
- The actual hearing should occur no later than thirty (30) business days after receipt of the appeal letter by the Administrative Cabinet member, unless reasonable circumstances prevent this meeting from occurring. However, any hearing date scheduled or rescheduled beyond the thirty-day time frame must be mutually

- agreed upon by the student and the Administrative Cabinet member.
- The appropriate Administrative Cabinet member will serve as the convener and facilitator of the committee for the Level III hearing. The Administrative Cabinet member will chair the hearing but will not be able to vote. In the event the designated Administrative Cabinet member is unable to participate in the hearing due to a challenge or conflict of interest, another Administrative Cabinet member will be selected to convene and facilitate the hearing.
- The Student Grievance Committee (see definition in “Definitions” section) will be formed in order to objectively hear the facts of the grievance and to render a decision. The committee will be chosen from a pool of committee members that are available to participate in the hearing. The available pool will consist of: one faculty member from each academic school/program, two Student Affairs representatives, and two student representatives. Non-student members on this committee pool will be appointed for two-year terms. Student members on this committee pool will be appointed for one-year terms. In addition, one alternate for each of the above members will be appointed. The committee selected to participate in the hearing must be comprised of a minimum of three (3) members.
- At the Level III hearing, the student and the instructor/non-instructional party may bring one attorney or advisor/counselor. If an attorney or advisor/counselor is to be present, the party retaining him/her must notify the hearing chair in writing at least five (5) business days prior to the Level III hearing or the attorney or advisor/counselor will not be allowed to be present. Information regarding the name and business address of the attorney/counselor must be provided. The attorney or advisor/counselor’s role is as an observer; and he/she may not speak to the committee members, the instructor or non-instructional party, or the student while the hearing is in session. The attorney or advisor/counselor can only speak to the party he or she is representing. If consultation with the attorney is needed, a request for a recess may be asked. The meeting chair can deny requests if it is deemed that they are disrupting the continuity of the meeting. Both parties may bring persons to provide testimony that support their position. If the student intends to bring individuals to provide testimony, the student must provide names and contact information for those individuals to the chair at least five (5) business days prior to the hearing. Additionally, both parties may have no more than one other person to attend as an observer. Observers shall not testify nor present any evidence.
- The hearing chair is responsible for collecting all pertinent documents, calling the meeting, distributing documentation, determining the issue(s) of the case to be heard, and conducting the hearing in an orderly, efficient, and equitable manner. At the beginning of the meeting, the chair will review the issues of the case to the group and establish the procedure by which testimony will be presented. He/she may decide on the length of time needed to explore an issue, set time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts. The chair may request a security officer to be present. Disruptive persons may be asked to leave the room by the chair.
- The Student Grievance Committee shall determine the outcome of the meeting by a majority vote; the Administrative Cabinet member may not vote. Within ten (10) business days after the meeting, the Administrative Cabinet member will prepare a report of the disposition of the matter including the determined outcome. Copies of the letter will be provided to the student, the instructional or non-instructional party, and all other parties as appropriate. In addition, a copy of the report and the official grievance letters (Level I, Level II, and Level III) must be forwarded to the Dean of Student Services.
- The finding of the Level III grievance committee is final.
- **Non-retaliation** — *Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.*

## final disposition of records

All materials and decisions related to the appeal will remain confidential and will be retained by the Dean of Student Services for three years from the date of final decision, and not before the aggrieved student graduates, at which time all materials will be destroyed, unless the Dean of Student Services directs otherwise.

In the event of a complaint about the College, as a last resort, students may contact the Accrediting Council for Independent Colleges and Schools, American Association of Colleges of Nursing Commission on Collegiate Nursing Education, State Council of Higher Education in Virginia, or the Virginia Board of Nursing. Addresses of these agencies are listed below.

In the event of a written complaint to one of these agencies or a “Standards” non-compliance issue, and subsequent notification to the College, immediate priority will be given to resolution of the deficiency in order to maintain accreditation. The Provost is expected to respond to the agency in the time frame provided outlining the resolution/plan for resolution of the issue addressed.

**Accrediting Council for Independent Colleges and Schools (ACICS)**

750 First Street, Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

**Commission on Collegiate Nursing Education (CCNE)**

One Dupont Circle, NW  
Suite 530  
Washington, DC 20036  
(202) 463-6930

**State Council of Higher Education in Virginia (SCHEV)**

101 N. 14th Street  
Richmond, VA 23219  
(804) 225-2600

**Virginia Board of Nursing**

9960 Mayland Drive, #300  
Henrico, VA 23233  
(804) 367-4400

For students residing in the state of Maryland who wish to file a complaint, the institution is subject to investigation of complaints by the Office of the Attorney General, or the Maryland Higher Education Commission. Complaints should be directed to:

**Maryland Attorney General**

Consumer Protection Division  
200 St. Paul St.  
Baltimore, MD 21202  
(410) 528-8662 Or Toll-Free (888) 743-0823

Please see flowchart for this process in the appendix.

# students with disabilities

The College is committed to providing students with disabilities access to higher education through the delivery of reasonable accommodations as outlined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended.

The College's policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

## Definitions:

**Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the academic program (refer to policy NUR 1.02).

**Disability:** A physical or mental impairment that substantially limits an individual from performing one or more major life activities, as defined by law.

**Reasonable accommodation:** An adaptation to a program or service that allows a student with a disability to have equal opportunity to participate in and benefit from the program or service, and to perform the essential functions, but that does not place undue hardship on the institution.

Essential Technical Standards for the Nursing Student (See Policy NUR 1.02) — The basic duties that a student must be able to perform, with or without reasonable accommodation.

**Interactive process:** A formal or informal discussion between the student seeking an accommodation and the Bon Secours Memorial College of Nursing, to clarify what the individual needs and identify the appropriate reasonable accommodation.

**Undue hardship:** The accommodation would be too difficult or too expensive to provide in light of the institution's size, financial resources, or represents a fundamental alteration to the curriculum.

The College will provide reasonable accommodations to disabled students qualified to fulfill the requirements of the program. Students, faculty, and staff are required to utilize this policy and its procedures in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the policy and procedures outlined may result in the denial of services. Although students are encouraged to identify their needs as early as possible, students have the right to request accommodations at any time during their enrollment.



Because students with similar disabilities may not equally benefit from the same auxiliary aid or service, the College will analyze each request on a case-by-case basis within the specific context of the activity in which the student plans to participate. The College has the right to select among equally effective methods of accommodating a student with a disability. The College also has the right to refuse an accommodation based on undue hardship to the College.

Accommodation requests and services are not retroactive, and therefore requests for accommodations should be made in a timely manner.

## Procedures:

### **In order to initiate the accommodation process, the following procedures must be followed.**

- The student must contact the Office of Student Success to set up an intake meeting, and provide documentation of the disability from a qualified medical provider. Documentation should be typed on letterhead and should provide the following:
  - A current, clearly stated diagnosis of the disability.
  - The student's functional limitation in an academic environment.
  - A statement that the disability is a substantial limitation to a basic life process.
  - Signature, printed name, title, and professional credentials of the medical provider, as well as the area of specialization. The provider should have experience and training with adult populations.
  - Documentation must be recent (See Director of Student Success or Dean of Student Services for specific guidelines), relevant and comprehensive, and contain test scores and interpretations where appropriate.
  - If documentation is incomplete or inadequate in determining the extent of the disability, the College has discretion to require additional documentation from the provider or an independent medical examination.
  - Date of the evaluation.
- Once a need is identified, the student and the College will engage in an interactive process to consider appropriate options for reasonable accommodation that would not create an undue hardship on the College. This process will involve reviewing the documentation provided by the student and his/her provider, and consulting with the student and the appropriate departments.

If the student should request accommodations from the faculty directly, he/she should be referred to the Office of Student Success.

- The Office of Student Success, in consultation with other departments as appropriate, will put reasonable accommodations into place in a timely manner. The Director of Student Success will work with faculty and staff in order to facilitate implementation of accommodations. Once accommodations are granted, the student is responsible to register each semester with the Office of Student Success to ensure his/her eligibility to continue receiving accommodations and provide any updated documentation when applicable.

### **Dispute of accommodation decisions or process**

Students who wish to challenge any part of the accommodations process may do so under College Policy ADM 1.06 — Student Appeal of Academic and/or Administrative Decisions.

### **Disclosure and confidentiality**

Student disclosure of a disability is voluntary. Information pertaining to an applicant's or student's disability will be shared only among those in Administration who have a need to know in order to evaluate and facilitate the request for reasonable accommodation and the applicant's or student's qualifications. The College considers disability-related information as confidential material and will protect it in accordance with the Family Educational Rights to Privacy Act (FERPA). Information will not be released unless:

- The student provides written authorization;
- The information is required by law;
- The information is needed in order to assist the student with an educationally-related issue.



## 2 standards for student performance

### IN THIS SECTION:

- 18 Student Rights & Responsibilities
- 18 Student Code of Conduct
- 21 Honor System
- 24 Family Educational Rights and Privacy Act (FERPA)
- 25 Drug & Substance Abuse
- 26 Children and Pets in the Academic Setting
- 26 Social Media Use and Guidelines

# student rights & responsibilities

The College seeks to reinforce a sense of personal responsibility, respect for others, and mature behavior as well as foster the development of professional standards. As a member of the student body, the student is expected to meet the College's standards of personal as well as professional responsibility and accountability.

## rights

Every student has the right to:

- Learn and pursue his or her educational goals without fear of unlawful discrimination, intimidation, prejudice, or threat
- Free inquiry, free expression and assembly, so long as he or she does not interfere with the rights of others or the operation of the College
- Learn in a safe environment that is free of disruption and is conducive to teaching and learning
- Be advised of the course objectives and how grades are assigned
- Inspect and review his or her student record within a specified time frame upon written request, and to expect confidentiality regarding this record
- Evaluate the curriculum and make recommendations for change

## responsibilities

A student's acceptance of admission into the College of Nursing signifies that the student has an interest in learning and that he or she wants to be a part of this academic community. As such, the student will be required to:

- Respect the learning environment and its members
- Devote the amount of time and effort necessary to meet the educational objectives
- Conduct himself or herself in a manner consistent with ethical, legal and professional standards
- Know and comply with College policies and guidelines

At all times, a student must satisfy and comply with the College's academic standards, financial requirements and guidelines, and policies.

# student conduct

The student is considered a responsible adult and is expected to conduct himself or herself in an ethical and professional manner at all times both within the College and the community. The student's behavior must, at all times reflect:

- integrity and honesty
- the exercise of rational judgments
- sensitivity and caring
- self-control
- acceptance of different beliefs, values and lifestyles
- flexibility
- willingness to accept guidance and direction

## authority of college

The College is authorized to enforce the standards of conduct specified herein and to impose such disciplinary measures as are deemed appropriate in response to student conduct that reasonably may be expected to discredit or injure the College or its reputation, or that otherwise may endanger the safety and welfare of others. Such disciplinary sanctions include but are not limited to suspension and dismissal from the College of Nursing.

## conduct subject to disciplinary action

Conduct that is subject to disciplinary action by the College includes, but is not limited to, the following:

- Endangering the safety and welfare of patients, students, faculty, or staff
- Substance abuse
- Violation of local, state, or federal laws
- Misuse, destruction, or damage of College property
- Sexual harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person involved in educational or College activities or in clinical areas
- All forms of dishonesty
- Unprofessional and/or disruptive conduct
- Inappropriate use of social media

- Conviction of an offense that would render the student unemployable by Bon Secours Richmond Health System
- Failure to comply with guidelines/policies of the College and/or the clinical agencies. Nothing contained herein shall preclude or otherwise affect the initiation or conduct of proceedings under the Honor Code, which relate to allegations of dishonesty

## discipline for misconduct

The College is authorized to impose at any time such disciplinary measures as are deemed appropriate, up to and including suspension and dismissal from the College. Penalties are not sequential and may be imposed at the College's discretion.

**Warning:** A written or verbal notice to a student advising that he or she is violating or has violated the College rules and may be subject to more severe disciplinary action if the behavior continues. May include a corrective plan of action that must be followed by the student.

**Probation:** A written notice to a student advising that he or she has violated the College rules and will be dismissed if corrective action is not taken immediately.

**Restitution:** Repayment in money or service for damage to or loss of the property of another.

**Suspension:** Exclusion from attending the College as a student for a specified period of time not to exceed one year. During a suspension, a student may not participate in any College activities.

**Interim Suspension:** Temporary separation of a student from the College to provide reasonable time for fact-finding and decision making in the situation.

**Dismissal:** Termination of student status for an indefinite period. The conditions of readmission, if such is to be permitted, will be stated in a letter of dismissal.

## reporting procedure; right of removal

In the event that a student is suspected of violating any provision of this Policy, then the appropriate faculty or staff member promptly shall provide the student with verbal notice of the suspicion and an opportunity to tell his or her account of the incident, allowing for the student to also present his/her understanding of the incident. If the faculty or staff member thereafter concludes that there has been a violation, a written report shall be made to the Dean of Student Services. Notwithstanding such reporting obligation, the faculty or staff member shall have the immediate right, where reasonably necessary at his or her discretion to preserve an appropriate learning environment and/or to protect the health and safety of the student or of others, to remove such student from class, from a clinical setting, or from any other College-related activity or function.

## disciplinary process

Upon receiving a report of a suspected violation of this Policy, the Dean of Student Services shall provide the student with written notice of the allegations against him or her and, if the student denies the charges, an opportunity to rebut any such charges by presenting his or her version of what occurred. In the event that, after complying with such procedure, the Dean finds the student to have violated any provision of this Policy, then the Dean will impose such disciplinary sanctions as he or she deems reasonable and appropriate under the circumstances, including but not limited to the disciplinary measures set forth in the discipline for misconduct section. Any such finding of a violation will be entered into the student's official record, together with a statement of the disciplinary sanctions imposed. Disciplinary sanctions, other than suspension and dismissal, will be removed from the student's record upon the student's graduation or permanent departure from the College.

## appeal procedure

Refer to policy ADM 1.06 on the College's website.

# honor system

The Bon Secours Memorial College of Nursing believes that integrity is essential to the practice of nursing and the pursuit of education. The Honor System is a code of internal ethics designed to assure the preservation of personal and group integrity, and to provide an opportunity for self-government and self-discipline. Nothing contained in the Honor System Policy shall be deemed to create any basis for a cause of action in any form outside the internal procedures established by the Honor System Policy. Each student must assume responsibility for acting honorably in all situations and upholding the policies, rules, and regulations of BSMCON. Lying, cheating, stealing, plagiarism, and failure to report an honor offense are considered violations of the Honor System, for which a student may be the subject of corrective measures, up to expulsion.

## the honor pledge

Acceptance of admission to BSMCON also constitutes acceptance of the Honor System. In addition, the following short Honor Pledge statement will be written on all graded work and signed by the student:

**“On my honor, I have neither given nor received aid on this assignment or test, and I pledge that I am in compliance with the BSMCON Honor System.”**

or the abbreviated statement of, **“I pledge”**

## honor officials

### Honor Council Members

- Members of the Honor Council include: Council Chair, Council representatives, the President of the Student Government Organization (SGO), and any “alternate” representatives or elected members of the SGO.
- Each Honor Council member must be a student in good standing and each member is charged with fully understanding the Honor System and displaying ethical behavior at all times.
- In the event of the absence of any required Honor Council member, the Honor Council Chair will appoint an alternate/designee.
- Honor Council members have the obligation to relinquish their role if prior involvement with the accused or the situation would prevent an objective opinion.
- The members of the Honor Council must exhibit integrity and impartiality, maintain confidentiality, and demonstrate knowledge of the Honor System.
- Honor Council Representative is a year round commitment; fall, spring and summer semesters, as needed.

### Honor Advisor and Honor Sponsor

- Honor Advisors and the Honor Sponsor are employees of BSMCON in good standing who serve as liaisons, consultants, and educators to the student body, faculty, and administration on matters related to the Honor System. The role of Advisor and Sponsor is as follows: the Honor Advisor is a SGO Advisor and the Honor Sponsor is the Dean of Student Services.
- The Advisor and the Sponsor have full access to all information regarding the specific honor violation, the hearing, decision and recommended corrective measure(s).

## violations of the honor code

Students are expected to conduct themselves in accordance with the Honor Code at all times during which they are engaged in their studies, clinical work or representing BSMCON.

At BSMCON the basic categories of honor violations include, but are not limited to:

### Lying — Transferring, transmitting or communicating any false statements.

Examples of lying include, but are not limited to, such actions as:

- Making a false statement to any employee of Bon Secours.
- Falsifying evidence or testifying falsely during any hearings.
- Altering records or other official College materials.

### Cheating — Giving, receiving, offering or soliciting information on tests or assignments, not authorized by the instructor.

Examples of cheating include, but are not limited to, such actions as:

- Copying from another student’s paper.
- Use during a test of any materials not authorized by the individual administering the examination.
- Working with another student on any test, quiz, care plan, or any assignment when the instructor has expected independent and unaided effort.
- Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be or proven to be unreleased or previously released contents of any instructor-created test, quiz, or examination.
- Bribery, solicitation, or bullying of any person to obtain examination information.

## **Stealing — Taking or attempting to take, without right or permission.**

Examples of stealing include, but are not limited to, the following actions:

- Taking library books or journals, exams, computer programs, or any other academic materials.
- Destroying, hiding, or otherwise making unavailable for common use, library, computer, or other reference materials.

## **Plagiarism — To steal and pass off the ideas or words of another as one's own, without crediting the source.**

Examples of plagiarism include, but are not limited to, the following actions:

- Quoting word for word from a source without using quotation marks, footnotes, or bibliographic citation.
- Summarizing and paraphrasing ideas without acknowledging the source.
- Submitting work for credit which has not been written by the student.

## **Failure to Report — When behavior suspicious of an Honor Code violation is not brought to the attention of Honor officials for investigation.**

## reporting violations of the honor code

### **Obligation to Report**

Each student and/or faculty member is responsible for reporting in writing any suspected Honor Code violation to the Honor Advisor within 7 business days of the date on which he or she has knowledge of the violation, unless there are unusual circumstances. Those reporting must submit a signed, written, factual account, along with any supporting documents, about the suspected honor violation and submit it to the Honor Advisor within this time frame.

### **Self-Report**

A student who violates the Honor Code may self-report and must do so within seven (7) business days of occurrence of the violation(s). An initial admission may be given verbally, but a written report signed by the student must be submitted to the Honor Advisor no later than one (1) business day after making the verbal admission. Self-reported cases will be handled by the Honor Council Chair (or designee), the Honor Sponsor and the VP/Provost.

## retaliation

- BSMCON has zero tolerance for retaliation against any individual who reports a suspected Honor Code violation in good faith.
- Incidents of retaliation violate the student conduct policy (ADM 3.21) and will be subject to disciplinary action under that policy.

## investigation

The Honor Advisor and Honor Sponsor may choose to meet as soon as practicable thereafter with the individual(s) who reported the violation to obtain any required clarification. Upon receipt of the allegation, the Honor Advisor and the Honor Sponsor are permitted up to ten (10) business days to complete the investigation of the allegation. If it is determined that there is sufficient evidence of possible violation(s) of the Honor Code, the accused student will be notified in writing of the accusation(s) and the information will be provided to the VP/Provost to begin an Honor Review.

## honor review

When sufficient evidence of a possible violation exists, the process will be handled administratively through a case review by the Honor Council Chair (or designee), the Honor Sponsor and the VP/Provost. If it is determined that the accused student has not violated the Honor Code during the investigation, the matter will be dismissed.

## corrective measures

- The VP/Provost will review all materials presented in an Honor case and will consult with the Honor Sponsor and an Honor Council Chair (or designee) to make the final determination regarding corrective action.
- Any student found culpable of an Honor Code violation may be subject to one or more of the following corrective measures:
  - Loss of credit for course work or the course;
  - Honor Probation- a written warning that indicates that a subsequent determination of an Honor Code violation may result in a sanction of dismissal and/or expulsion;
  - Restitution to pay for the repair or replacement of material items;
  - Volunteer or community service for a specified number of hours;
  - Suspension for one or more semesters (including the current semester);
  - Expulsion or permanent dismissal, in which case the student is not eligible to return to the College;
  - Other corrective measures as deemed appropriate by the Honor Sponsor and VP/Provost.

- Corrective measures will be determined by the VP/Provost. The Vice President/Provost will render a final decision in writing, provided to the accused student no later than 5 business days from review of the case information. The corrective measure(s) imposed is entered into the student's official record.

## appeal procedures

Please reference policy ADM 1.06.

### References

Langone, M. (2007) Educational innovation: Promoting integrity among nursing students. *Journal of Nursing Education*, 46 (1), 45-47.

Tippitt, M., Ard, N., Kline, J., Tilghman, J., Chamberlain, B., Meagher, P. (2009). Creating environments that foster academic integrity. *Nursing Education Perspectives*, 30 (4), 239

## BON SECOURS MEMORIAL COLLEGE OF NURSING

# THE HONOR PLEDGE

*In accepting admission to Bon Secours Memorial College of Nursing:*

*I, \_\_\_\_\_, a member of the student body of the Bon Secours Memorial College of Nursing, hereby pledge upon my honor to abide by all of the regulations governing the College. I will conduct my personal life with integrity, refraining from any action, which would discredit myself, the members of the student body of the College of Nursing, or the nursing profession.*

*I hereby pledge that I understand and will uphold the Honor System. I am aware that a breach of the Honor System will result in an administrative review process as defined in the Honor Code System Policy. I understand completely that, if found culpable of lying, cheating, stealing, plagiarism and/or failure to report, I may be dismissed from the College.*

In addition, the following short Honor Pledge statement, **“On my honor, I have neither given nor received aid on this assignment or test, and I pledge that I am in compliance with the BSMCON Honor System.”** or the abbreviated statement of, **“I pledge,”** will be written on all graded work and signed by the student.

# family educational rights and privacy act (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights concerning their education records:

## Inspect and review of education records

A student may submit a written request to the Office of the Registrar identifying as precisely as possible the record(s) the student wishes to inspect. Records will be made available for review in a timely manner, not to exceed 45 days after the request has been received. The Office of the Registrar will inform the student when and where the records may be inspected.

## Request amendment of education records

If a student believes his/her record is inaccurate, misleading, or violates his/her rights and privacy, the student may submit a written request to the College official responsible for the record requesting an amendment to the record. The student must identify the part of the record he/she wants changed and why it is inaccurate, misleading or violates the student's rights and privacy. If the request for amendment is denied, the student may request a hearing to challenge the contents of the record on the grounds that the record is inaccurate, misleading, or violates the student's rights.

## Consent to disclosure of personally identifiable information contained in the student's education records

Education records other than directory information shall not be released without prior written consent of the student except as is authorized by the Family Educational Rights and Privacy Act. No "personally identifiable" information from the student's record will be disclosed without written consent, except where consent is not required. An exception which allows disclosure without consent is a disclosure to College officials with legitimate educational interests. A College official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks. Other typical exceptions include:

- Authorized representatives of the U.S. Department of Education, Office of Inspector General, or state and local education authorities.
- The Department of Homeland Security (DHS); Immigration and Customs Enforcement (ICE) for the purpose of complying with Request Form ICE relative to the College's participation in The Student Exchange Visitor Information System (SEVIS).
- Military Recruiters who request Student Recruiting Information (Solomon Amendment), which includes name, address, telephone listing, age (or birth year), class level, major, degrees received and most recent educational institution of enrollment (some conditions exist).
- Authorized representatives of the Department of Veterans Affairs for student receiving educational assistance from the agency.
- Parents, if the student is a dependent of the parent as defined by the Internal Revenue Service.
- Compliance with a court order or subpoena.
- Compliance with state or federal laws mandating notification to certain individuals of the final result in disciplinary proceedings.
- Accrediting organizations to carry out their accrediting function.
- Appropriate officials if a health or safety emergency exists and the information will assist in resolving the emergency.
- Organizations conducting studies/audits concerning administration of student aid programs.
- Agents acting on behalf of the College such as Clearing Houses and degree/enrollment verifiers.

## Directory Information

The College designates the following items as Directory Information: Student name, address, valid email address, major field of study, past and present participation in officially recognized activities, dates of attendance (past and present), honors and awards (including Honors List), degrees conferred (including dates), most recent previous institutions attended, and enrollment status. The College may disclose any of the directory information items without prior written consent, unless notified in writing by the student during registration each academic year.



## File a complaint with the U.S. Department of Education concerning alleged failure by the College to comply with this Act.

Family Policy Compliance Office

U. S. Department of Education

400 Maryland Ave. SW

Washington, D.C. 20202-5920

Phone (202) 260-3887

Fax (202) 260-9001

email: [ferpa@ed.gov](mailto:ferpa@ed.gov)

Web: [www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

Please refer to the College's website for the complete Family Educational Rights and Privacy Act (FERPA) policy.

NOTE: If a student believes the College has not fulfilled its obligations under FERPA regulations, the student should feel free to contact the Dean of Student Services at 804-627-5327.

## parental notification

Parents of tax-dependent students may be notified when a student is placed on probation or suspension. Parents may also be notified if certain policies and procedures are violated. Documentation of tax dependent students is required on an annual basis.

## drug & substance abuse

The College strives to maintain an environment that promotes the health and safety of the community and the responsible choices and behaviors of its students by assuring that a drug-free workplace is maintained and that students are unimpaired by the effects of drugs or alcohol. The College has established this policy in compliance with this commitment to the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

All students must adhere to definitions of substances and alcohol laws in Virginia and federal laws concerning drug and alcohol use and are expected to conduct themselves in a manner consistent with College expectations. The College will not tolerate the unlawful manufacture and/or illegal purchase, consumption, possession, or distribution of alcohol and/or drugs to or by any student. The College expressly prohibits the sale and/or use of alcohol and/or illegal drugs by students on Campus property as defined as (I) any building or property owned or controlled by the College or property that is within the same reasonably contiguous geographic area of the College and used by the College in direct support of, or in a manner related to, the college's educational purposes, including (II) property within the same reasonably contiguous geographic area of the College that is owned by the College

but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). (iii) The term "public property" means all public property that is within the same reasonably contiguous geographic area of the college, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the college if the facility is used by the college in direct support of, or in a manner related to the college's educational purposes.

Local and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drug. These laws carry penalties for violations, including monetary fines and imprisonment. The unlawful manufacture, distribution, dispensation, possession or use of or a controlled substance by a student on College property or as any part of a College-sponsored program on or off campus is strictly prohibited.

Accepted students must successfully complete a drug screening to fulfill admission requirements. Positive results on admission drug screening will result in the student's immediate dismissal from the College. Students who are dismissed for this reason may not reapply until at least 6 months later. Reapplication is not a guarantee of readmission.

Due to the nature of nursing as a practice profession with responsibility for the care of human beings, it is expected that students will be in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time to ensure safe, competent patient care. Faculty and staff of the College are held accountable for ensuring that students are fit for duty and for taking prompt, appropriate, and decisive action whenever a student appears to be impaired.

Upon notification to the Dean of Nursing or designee, students who are suspected of substance or alcohol abuse while enrolled in the program, either in the classroom, laboratory or clinical setting, will be required to immediately submit to drug and alcohol testing through a contracted drug testing company. The student will be required to pay for testing. Refusal to undergo testing will result in dismissal from the program. Positive results on the drug test will result in the student's dismissal from the College. Any student who violates ADM 3.21 Student Rights and Responsibilities as it relates to alcohol and drug use is subject to sanctions as listed in the policy.

The College cooperates fully with law enforcement authorities. Violations of this drug and alcohol policy and/or ADM 3.21 Student Rights and Responsibilities that are also violations of federal and local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently in the College disciplinary system and in the criminal justice system.

The REACH Student Assistance Program can provide confidential consultation and referral to students with problems or concerns related to alcohol and/or drug use. Information about substance abuse and treatment programs is also available in the office of the Health and Wellness Program Coordinator. This policy implements the Drug Free Schools and Communities Act.

## children and pets in the academic setting

In consideration of others, children and pets, with the exception of service animals, are not allowed in the classroom, computer laboratory, clinical setting, clinical simulation center, library, student lounge, or left unattended at the College.

## social media use and guidelines

Bon Secours Memorial College of Nursing (BSMCON) recognizes the value of online social media, when used properly, as resources to positively promote the organization's mission and values, strategic goals, marketing, referral and recruitment activities, as well as a forum for exchange of information by its students. Social media includes but is not limited to blogs, podcasts, discussion forums, on-line collaborative information, developing technologies, and publishing systems that are accessible to internal and external audiences (e.g., wikis, RSS feeds, video sharing, and any social media networks.)

The use of social media carries with it significant risks, including, but not limited to, privacy risks. These risks are lessened through establishing and complying with certain safeguards, policies, and guidelines; providing education and training; and taking appropriate corrective action when necessary. Prior to engaging in discussions on Social Media sites, students should consider the following:

- Does the discussion conflict with BSMCON's mission, culture, code of conduct (Student Rights and Responsibilities), and/or values?
- Does the discussion reveal confidential patient information, including any information that could directly (e.g., name, Social Security number, address, etc.) or indirectly (e.g., provider name, date of birth, diagnosis, images, etc.) identify a patient under the care of the individual or organization?
- Is the content an appropriate and professional reflection of a BSMCON student?

Use common sense when participating in social media. Never assume social media posts are private. Students must consider that everything they post online is part of a lifetime record of him or herself.

Students are expected to adhere to these procedures when participating in any social media whether it's on College hosted sites; through BSMCON equipment or networks; with respect to BSMCON-related matters; where a student's BSMCON affiliation is somehow referenced, identified, or can be logically assumed based upon the site context or information provided.

This policy applies to use of social media both during and outside of school hours to the extent that any of the above are implicated. Students that are also BSHSI employees must follow the BSHSI Social Media Use Policy and Guidelines. The inappropriate use of social media by students enrolled at the College is subject to corrective and/or disciplinary action, up to and including termination consistent with BSMCON policies and procedures. The complete policy is available at [bsmcon.edu](http://bsmcon.edu).



# 3 admissions, progression and graduation

## IN THIS SECTION:

- 28 Admission/Readmission
- 28 Enrollment Agreement
- 28 Registration for Classes
- 28 Add/Drop Period
- 29 Transfer Credit
- 30 Academic Status and Satisfactory Academic Progress
- 33 Resignation
- 34 Graduation
- 34 Transcripts

# admission/ readmission

## admission

To be eligible for admission to the College, the application and all required materials must be received in the Office of Admissions by the deadlines as published on the College website.

Admission into the programs of the College is competitive. An applicant who meets all admission requirements is not guaranteed admission to the selected program.

Upon acceptance to a program of the College, students must meet any additional requirements (e.g., passing a criminal background check); otherwise, the student will be dismissed from the program.

### International Applicants

International students seeking admission to the College must have a visa that allows study in the United States (e.g., F1). The College does not issue student visas.

### Applicants with Non-U.S. Credentials

The College requires that any transcript or documentation issued outside the United States be evaluated formally by an independent evaluation service. A list of approved international transcript evaluation centers may be requested by contacting the Office of Admissions.

## readmission

A student who was dismissed from the nursing program may apply for readmission. The student must show evidence that he or she has addressed the circumstances that resulted in the academic dismissal or permanent resignation. The applicant must meet any admission requirements established during his/her absence. A student may only apply once for readmission. Completion of the requirements is not a guarantee of readmission. Students accepted for readmission must adhere to the nursing progression policy (NUR 2.02).

- Refer to Nursing Program chapter for specific requirements for admission/readmission.

# enrollment agreement

The College requires a newly admitted student to sign an Enrollment Agreement. The Agreement includes the following information: the program that the applicant will enroll in, enrollment period, the tuition and other charges (e.g., for tools, books, or other supplies), the refund policy, the resignation policy, and acknowledgement of reviewing the College Catalog and the Essential Technical Standards of a Nursing Student. A copy of the Agreement signed by a College official will be returned to the applicant. Signed Agreements will be filed in student records. An Enrollment Agreement may be cancelled in writing within three business days of returning it to the College.

## registration for classes

A student is required to meet with his/her advisor during the advising period in the Fall and Spring to review curriculum planning for the Fall, Spring, and Summer semesters. If a student does not meet with his/her advisor during advising period, an online registration hold will be placed on the student's record until the advising requirement is met.

Students are responsible for registering themselves in non-nursing classes taken at Reynolds Community College or other institutions accredited by agencies recognized by the United States Department of Education. The student must keep the Office of the Registrar informed if he or she adds or drops a non-nursing class in order for the College to maintain an accurate record of enrolled credits each semester.

Online registration is held during a defined period each semester for the upcoming semester. Information regarding registration is distributed to students through student email and Blackboard.

## add/drop period

The add/drop period begins on the first day of the semester as indicated on the College's Academic Calendar and continues until the close of business on Monday of the second week of the semester. A student may add or drop courses during the add/drop period through CampusNexus® (formerly SONISWeb). Courses dropped during the add/drop period are removed from the student's schedule and transcript.

Once the add/drop period has ended, a completed “Add/Drop/Withdrawal from a Course” form must be submitted to the Office of the Registrar.

If a student withdraws from a course before the end of the second week of the semester, the grade will be recorded as “W” with no consequence to cumulative grade point average. A course withdrawal after that time but prior to the completion of 60 percent of the semester or session, results in a “WS” or “WU” depending on academic standing. After completion of 60 percent of the semester or session, a student may not withdraw and will receive a grade of “F” unless there are mitigating circumstances.

A student with mitigating circumstances may request to withdraw from semester enrollment after the 60 percent point in a semester or session by submitting a written request to the Dean of Nursing. Supporting documentation must be provided with the request for a late withdrawal. Refer to ADM 2.02 College Grading System policy for additional details.

Applicable dates as outlined above are published in the College’s Academic Calendar.

A student who ceases to attend a general education course must follow course withdrawal procedures at the host college in addition to notifying the Office of the Registrar at the College. The student must make arrangements for an official transcript to be sent from the host college to the College at the end of the semester.

## transfer credit

The College will review successfully completed courses prior to enrollment for transfer credit.

The College’s website includes a listing of courses from Virginia public institutions that have been accepted for transfer credit. This information is a guide to how classes at your current or former school may transfer to the College. The fact that a course appears on the list is not a guarantee that the course will transfer. The equivalency table is subject to revision.

Final determination of transfer credit acceptance is ultimately made by the Provost, once a complete transfer evaluation packet is received. A transfer evaluation packet is not complete without official transcripts of all completed coursework.

## General Education Courses Prior to Enrollment

The College will accept transfer credits provided:

- Credits were earned at institutions accredited by agencies recognized by the United States Department of Education
- Official transcripts are received in envelopes sealed by the issuing institution
- Course content and credit was substantially similar to the required College course;
- Grade of “C” or above was achieved

Courses other than those listed in the curriculum may be approved for transfer credit by the Provost. Only courses taken while enrolled at the College are included in a student’s GPA.

Dual enrollment courses that meet the above criteria are accepted. An official transcript from the college that awarded the dual enrollment credit must be provided.

## Credit through Examination

Transfer credit may be awarded for successfully completed College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB) examinations that cover material that is part of the College curriculum. Students may receive transfer credit for CLEP exams while enrolled. Post-licensure students may receive transfer credit for National League for Nursing (NLN) proficiency testing.

Specific information on acceptable exams and scores is on the College website. Additional information about NLN exams is available through the Admissions Office.

## International Credit

Credit from international post-secondary institutions may be awarded for applicable required courses. The applicant must send official transcripts to an approved agency to obtain a course by course evaluation. All fees for such service must be paid by the applicant. The agency’s evaluation must be sent directly to the College. A list of approved agencies is on the College website.

## Experiential Learning

BSMCON does not give academic credit to students for experiential learning.

## Notice Concerning Transferability of Credits Earned at the College

The transferability of credits earned at the College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree earned in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree earned at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his or her educational goals.

# academic status and satisfactory academic progress

Academic status, financial aid status, and satisfactory academic progress (SAP) of students is monitored as mandated in federal regulations. Satisfactory Academic Progress policies and procedures exist to measure the academic progress of students in meeting their degree requirements in a timely manner.

## academic status

### Good Academic Standing

A student who is enrolled at the College is in “good academic standing” until such time as the student is placed on academic warning, probation or is academically dismissed. Students should consult their program of study regarding specific academic standards constituting good standing in the program (Policy NUR 2.02). Students must be in good academic standing and have a minimum cumulative grade point average of 2.0 in order to be eligible to graduate from the College.

### Academic Warning

Students who 1) do not achieve a cumulative GPA of 2.0 in all coursework, or, 2) do not complete 67% of all attempted credits are placed on Academic Warning for a period not to exceed one semester.

Readmitted students potentially may not have a cumulative GPA of > 2.0, or, may not have completed 67% of all attempted credits upon their return. A readmitted student who does not meet these SAP standards will return on academic warning.

Students on Academic Warning are strongly encouraged to contact the Office of Student Success to develop an academic plan for success. It is the student’s responsibility to ensure his/her academic success. Students on Academic Warning and who are receiving financial aid will be placed on Financial Aid Warning.

### Academic Probation

Students who fail to return to good standing at the end of the warning period are placed on Academic Probation for a period not to exceed one semester (fall, spring, or summer).

Students on Academic Probation are strongly encouraged to contact the Office of Student Success. It is the student’s responsibility to ensure his/her academic success. Students on Academic Probation are not eligible for financial aid unless a Financial Aid SAP Appeal has been approved.

### Dismissal

Students who fail to return to good standing at the end of the probation period are academically dismissed, and must resign from the College. Students may also be dismissed for administrative reasons.

Students are notified in writing by the Office of the Registrar when there is any change in academic status.

### Appeals

Students have the right to appeal all academic and administrative decisions, per policy guidelines. See policy ADM 1.06 Student Appeal of Academic and Administrative Decision.

### Readmission

See Policy NUR 2.04 for information about readmission.

## satisfactory academic progress

Satisfactory academic progress must be maintained by all students whether they receive financial aid or not. Meeting SAP ensures students complete their degree in a timely manner. The College calculates satisfactory academic progress each semester.

The College measures progress according to the U.S. Department of Education guidelines. There are three measures for SAP:

- **Cumulative Grade Point Average (GPA):**

(Qualitative Measure)

In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA of 2.0.

- **Percentage of Attempted Courses Completed (PACE):**  
(Quantitative Measure)  
Students must successfully complete at least two-thirds (67%) of all attempted credits (cumulative), including transfer credits.

- **Maximum Credits for Program Completion:**  
(Time Frame)  
Students may not exceed 150% of the credits necessary for a degree. Federal regulations limit financial aid eligibility to 150% of the credits necessary for a degree. Students who have attempted 125% of the credits necessary for their degree will be notified that they are approaching the maximum time frame and are in jeopardy of losing their financial aid. Once a student has attempted the maximum number of credits, eligibility for federal financial aid will end.

BSN PROGRAM	STANDARD PROGRAM CREDITS	MAXIMUM PROGRAM CREDITS (150 PERCENT OF STANDARD)
Pre- and Post-Licensure	124	186

SAP is verified at the end of each semester. Students receiving financial aid must maintain SAP toward their degrees in order to remain eligible for scholarships and financial aid programs. Failure to maintain SAP will result in cancellation of eligibility to receive funds from federal (Title IV), state, private, and College aid programs. Recipients of financial aid are notified in writing by the Office of Financial Aid when SAP changes their financial aid status.

The minimum percentage of work that a student must successfully complete at the end of each semester in order to complete the education program within the maximum time frame previously defined in this policy may be attained by following the sample curriculum guide for their program of study.

At the discretion of the College, a student may be placed in an extended enrollment status and may receive the original academic credential for which he or she enrolled provided there are no additional financial obligations to the College and the requirements to graduate are met.

## definitions

**Academic Plan for Success:** The student, in conjunction with the Office of Student Success, will develop a plan for improving his/her academic performance and identify support resources that will aid the student in achieving good academic standing/SAP.

**Incomplete Grades:** Courses receiving a grade of incomplete are counted in the student's attempted credits. However, these courses cannot be counted in a

student's earned credits until the student has received a completion grade. If a student fails to meet the percentage of attempted courses completed standard due to an incomplete grade, and, the subsequent recording of a final grade within a semester brings the student into compliance with that SAP standard, financial aid eligibility will be restored for the current semester.

**Non-Credit Coursework:** Only courses approved for the curriculum are recorded on the academic record, are used to evaluate SAP, and are used to determine financial aid.

**Other Non-punitive and Failing Grades:** All courses receiving grades of Failing (F), Incomplete (I), Withdrawn (W), Administrative Withdrawal (WA), Withdrawal – Satisfactory Progress (WS), Withdrawal Unsatisfactory Progress (WU), and Audit (AU) are considered NOT earned course credits. These credits are considered in the calculation of attempted credits, percentage of attempted courses completed, the maximum allowable credits for program completion and meeting SAP requirements. These credits, with the exception of an F grade, are not used in the calculation of GPA.

**Readmitted Students:** All prior College credit hours attempted and GPA will be used in determining a readmitted student's SAP.

**Remedial Coursework:** Approved remedial coursework will be counted in determining financial aid eligibility, enrollment status, and is considered in the calculation of attempted credits, percentage of attempted credits completed, and maximum allowable credits for program completion. Students who have not tested into remedial coursework but fail a course may take a remedial course after consultation with the Office of Student Success and approval by the Dean of the Program. Students will be limited to no more than thirty (30) remedial credits for financial aid eligibility.

**Repeated Courses:** A student who receives less than a "C" in a course must repeat the course to meet curriculum requirements. A course may be repeated only once. A student may also be granted a single repeat of a passed required course in which a grade lower than an "A" was received, with appropriate approval. Both the original and the repeated course grade will be considered in the calculation of GPA, attempted credits, percentage of attempted credits completed, and meeting SAP requirements. Refer to program specific policy for additional requirements related to failure and repetition of course work.

**Transfer Credits:** Transfer credits completed prior to enrollment will not count toward a student's GPA. Only courses taken while enrolled at the College will count toward a student's GPA. Transfer credits accepted towards completion of student's degree will count as

both credit hours attempted and credit hours completed and will be considered in the calculation of percentage of attempted credits completed, maximum allowable credits for degree completion, and meeting SAP requirements.

## financial aid status

### Financial Aid Good Standing

A student who is receiving financial aid at the College is in “financial aid good standing” until such time as the student fails to meet SAP standards and is placed on Financial Aid Warning, Financial Aid Probation, Financial Aid Termination or is academically dismissed.

### Financial Aid Warning Status

Students on Academic Warning receiving financial aid will be automatically placed in a Financial Aid Warning Status for one (1) semester and are expected to meet SAP requirements by the end of that semester. Students who fail to meet satisfactory academic progress requirements at the end of the Financial Aid Warning Status semester will lose their eligibility for financial aid and will be placed on Financial Aid Termination. However, with a successful Financial Aid SAP appeal, those students will be placed on Financial Aid Probation and will retain financial aid eligibility.

### Financial Aid Probation

Students who have successfully appealed the loss of their financial aid will be placed on Financial Aid Probation. Students on financial aid probation are eligible to receive financial aid for one (1) semester, after which they MUST be meeting all of the satisfactory academic progress standard or the requirements of an academic progress plan that was pre-approved by the by the Office of Student Success.

### Financial Aid Termination

Students in any of the below categories will be placed on Financial Aid Termination status and are no longer eligible for financial aid until SAP standards are met. Students may not appeal this status.

1. Students who are unsuccessful in meeting the SAP standards and choose not to submit a financial aid appeal.
2. Students who have NOT met SAP standards after being placed on Financial Aid Probation for one (1) semester or completion of their “Academic Plan for Success.”
3. Students who reach the maximum credits for program completion. Federal regulations limit financial aid eligibility to 150 percent of the credits necessary for a degree.

## financial aid appeal process

**Financial Aid Appeal:** Personal statement and supporting documentation asking for financial aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a probationary semester (Student Status — Financial Aid Probation) and require that the student sign an “Academic Plan for Success”.

Students who fail to meet satisfactory academic progress requirements at the end of the financial aid warning status semester will lose their eligibility for financial aid and must submit a Financial Aid Appeal and an “Academic Plan for Success” to the Office of Financial Aid for consideration of reinstatement for one (1) semester, after which they must be meeting all of the satisfactory academic progress standard or the requirements of an “Academic Plan for Success” that was pre-approved by the by the Office of Student Success.

The financial aid appeal must be submitted in writing and describe any mitigating circumstances the student feels deserve further consideration, e.g., death in the immediate family (father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister), illness of the student, etc. The financial aid appeal and supporting documentation is sent to the Director of Financial Aid, who reviews the written records, collects other information as necessary, and issues the final determination within ten (10) working days from the receipt date of the original request. Financial aid appeals are not reviewed until all the information requested has been received.

Students must meet with the Office of Student Success to develop an “Academic Plan for Success” to re-establish SAP; the student will have ten (10) business days from being notified of the required action, to submit a copy of the “Academic Plan for Success” to the Director of Financial Aid. It is the student’s responsibility to initiate contact with the Office of Student Success to begin the process. Failure to submit “Academic Plan for Success” to the Director of Financial Aid will result in the student not being eligible for financial aid until SAP standards are met. The student may not appeal this decision.

An “Academic Plan for Success” will support the student in his/her effort to meet SAP standards by a specific point in time. As long as the student is successfully following the requirements of his/her “Academic Plan for Success,” the student is considered meeting SAP and continues to be eligible for financial aid. If, at the end of his/her “Academic Plan for Success” period, the student does not meet the standards of SAP, the student is no longer eligible for financial aid until SAP standards are met and the student is assigned a status of Financial Aid Termination. The student may not appeal this decision.



If the student's financial aid appeal is approved, a status of "Financial Aid Probation" is assigned. The student's financial aid will be reinstated for one semester and the student will be considered making SAP during that period. If the student does not meet SAP standards at the end of the semester or meeting all the requirements of the "Academic Plan for Success" that was pre-approved by the by the Office of Student Success., the student is no longer eligible for financial aid until SAP standards are met and will be assigned a status of Financial Aid Termination. The student may not appeal this decision.

## financial aid reinstatement

Students assigned a status of Financial Aid Termination will have their financial aid eligibility reinstated for the following semester if they make SAP at the end of their current enrolled semester.

## resignation from the college

A student is expected to remain continuously enrolled while pursuing their degree. Continuously enrolled is defined by course enrollment in Fall and Spring courses or on a leave of absence for one semester; however, a student may find it necessary to discontinue the pursuit of academic endeavors either temporarily or permanently for a variety of reasons. A student who discontinues enrollment is considered on Leave of Absence (LOA). If the student does not enroll for more than one semester the student will be administratively resigned from the College.

## leave of absence (LOA)

A LOA is a period of non-attendance initiated by a student or College administration for a period of one semester. Because this leave is considered temporary, it is understood that the student has the intention of returning to the College; consequently, the student will not have to apply for readmission as long as the student returns within the approved timeframe. Unlike a resignation, a LOA allows the student to maintain an affiliation with the College. If a student desires to extend a LOA, the student must request the extension following the process below. Any granted extension will not be for longer than a period of one year from the time the student originally began the LOA.

### Process:

A student who desires a LOA should submit a completed LOA form to the Office of the Registrar by the end of the add/drop period in any given semester. Should the student not return within the approved timeframe, the student will be dismissed effective the date the student began the LOA. If a student on a LOA desires to request an extension (2 semesters is the maximum and the semesters are defined as Fall and Spring), the student must submit another LOA form with the Office of the Registrar.

## resignation

Student Initiated Resignation: A permanent resignation from the College indicates that the student has no intention of returning to the College. If the student decides to return at a later date, the student must apply for readmission.

### Process:

A completed Request for Permanent Resignation from the College form must be filed in the Office of the Registrar.

## college initiated resignation

The College reserves the right to resign students from the College because of poor academic performance and unsatisfactory conduct. Examples include but are not limited to:

- Academic failure
- Failure to adhere to College policy
- Failure to meet Essential Technical Standards (see NUR 1.02)

When taking a LOA or resigning from the College, the student is not required to withdraw from general education courses taken at another college. However, the student must follow that institution's policy if course withdrawal is desired.

# graduation

## Requirements

To be eligible to receive a degree, a student must:

- Have a minimum GPA of 2.0 to be eligible for graduation.
- Submit an Intent to Graduate form to the Registrar's Office by the date published in the College's Academic Calendar.
- Complete at least 25 percent of credit hours required for the degree through instruction offered by the College.
- Complete all degree requirements by the end of the academic session in which the degree is to be conferred.
- Complete all program requirements.
- Settle all indebtedness to the College to include returning of library and school materials.

A hold will be placed on a student's record at the time of graduation for outstanding obligations to the College. These obligations might include receipt of final transcript from another institution, financial balances, library books or fines. If unfulfilled, these obligations may prevent the release of any information concerning the conferring of the student's degree.

## Commencement

Commencement ceremonies are held twice a year at the close of the fall and spring semesters. Students that complete requirements during the summer semester will have their degrees conferred at the end of the summer term. They may participate in fall commencement.

Students may participate in commencement if they have fulfilled all administrative responsibilities and are expected to complete all degree requirements in the semester for which they have applied to graduate.

## Latin Honors

Latin honors are awarded to undergraduate students who have maintained high levels of scholastic achievement. Levels of honor are:

3.50 – 3.749	cum laude	(with distinction)
3.75 – 3.899	magna cum laude	(with high distinction)
3.90 – 4.0	summa cum laude	(with highest distinction)

# transcripts

The College maintains a permanent record, the transcript, of a student's academic history of courses that are part of the College curriculum. In accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, transcripts cannot be released without the student's written consent. The College does not fax or email transcripts to individuals or institutions due to FERPA security issues. Transcripts cannot be issued until all financial obligations to the College have been fulfilled.

An official copy of a transcript bears the impression of the College seal and must be signed. Official transcripts are often required when applying to another college or university.

An unofficial copy of a transcript does not bear the College's seal. These are often used for students' personal records.

Upon written request and fee payment (listed on the College's website and on the Transcript Request form) by a current or former student, official or unofficial transcripts are mailed to individuals or institutions.

At the end of each semester during which a required general education course is taken, the student must arrange to have an official transcript sent to the College's Office of the Registrar. These official grades are due by the end of the add/drop period of the next semester. Failure to provide official transcripts will result in the student being resigned from the College. Should a grade indicate that a student has not met progression requirements, the College reserves the right to remove the student from courses. The refund policy will be applied.

Courses taken prior to admission to the College and accepted for transfer credit appear on the transcript as transfer courses. For general education courses taken while enrolled at the College, the transcript indicates the name of the institution, if the course was taken elsewhere, earned grade, credit hours and quality points. Honor listings on transcripts are calculated based on coursework while enrolled at the College only.

The College accepts electronically transmitted transcripts provided they are certified by the sending institution's authorized delivery agent. Electronic transcripts are received by the Office of the Registrar. The College has the right to refuse electronic transcripts or may request additional information if there is a question about the authenticity of the document.

## course coding system

The course coding system uses a maximum of eight characters. The first three letters identify the discipline, followed by four numbers to identify the particular course, and may be followed by an alphabetical suffix "P" to identify practicum courses. Course numbers in the 1000 and 2000 range indicate foundational courses designed to prepare students for more advanced coursework. Course numbers in the 3000 and 4000 range indicate upper division courses taken by students in their junior and senior levels.

Alpha Prefix (Discipline)	1st Number (Curriculum Level)	2nd Number (Curriculum/Program)	3rd Number Cluster, Topical Relationships	4th Number May indicate sequence or relationship, if any between courses	Alpha Suffix Practicum Corequisite
MAT = Mathematics	1 = Freshman	0 = General Education	0 = Foundations		P = Practicum
NUR = Nursing	2 = Sophomore	1 = BSN/ Pre-licensure	1 = Specialty		ST = Selected Topics
PHI = Philosophy	3 = Junior	2 = RN-BSN/ Post-licensure	2 = Reseach		
PHR = Pharmacology	4 = Senior		3 = Elective		
REL = Religion		3 = Both Programs	4 = Professional		

Examples:

MAT 2001 = Mathematics, sophomore, general education, foundations

NUR 3208 = Nursing, junior level, RN-BSN/Post-licensure, foundations

NUR 4115P = Nursing, senior level, BSN/Pre-licensure, specialty course, practicum



## 4 financial policies and resources

### IN THIS SECTION:

- 37 Tuition, Fees & Terms of Payment
- 38 The Book Advance Program
- 39 Scholarships
- 40 Financial Aid
- 43 Consortium Agreements
- 44 SAP & Title IV Financial Aid Eligibility
- 46 Refunds

# tuition, fees and terms of payment

Below is a breakdown of estimated costs for the 2016-2017 academic year. The per credit cost of the general education classes are provided for Reynolds Community College (in-state) where many of our students complete those requirements.

The student bill is due in total on the established due dates; there are no installment payment plans. The Nursing credit hour costs are the same for in-state and out-of-state students. The College reserves the right to make changes in tuition, fees, and other costs without notice. The College communicates its tuition and fee schedule to all students annually. Students enrolled in general education credits at local institutions are responsible for acquiring tuition and fee schedules directly from those institutions.

## 2016-2017 Reynolds CC tuition

GENERAL EDUCATION COURSE TUITION RATES	
\$158.15	In-State Resident (per credit hour)
\$355.45	Out-of-State Resident (per credit hour)

## 2016-2017 BSMCON tuition & fees

BSN PROGRAM	
\$380.00	Nursing Tuition (per credit)
\$85.00	Educational Services Fee (per nursing credit)
RN-BSN PROGRAM	
\$475.00	Nursing Tuition (per credit)
\$85.00	Distance Learning Fee (per credit)

## fees

- There is a Program Application Fee, which is non-refundable.
- The BSN Educational Services Fee includes College activities, student assistance, learning resources, verification services, and graduation (ceremony, pin, diploma, and transcript processing). For RN-BSN students, the Distance Learning Fee includes distance technology, support services and commencement.

## discounts

- Tuition: Students who are Bon Secours employees or an immediate family member of a Bon Secours employee are eligible to receive 20 percent tuition credit for nursing courses only.

## additional costs

- Allow for cost of books, supplies, annual background checks, CPR certifications, NCLEX licensure examination, and other expenses
- Uniform, shoes, lab coat, stethoscope and watch with second hand are required
- Transportation and parking fees are the student's responsibility
- Returned check charges may vary depending on bank-assessed fee
- Transcripts \$5 each

## payment terms

Payment of tuition and fees are due before the first day of each semester. Registration is not confirmed or guaranteed until the student's account is paid in full; non-payment will result in dropped classes and/or registration holds, and/or resignation from the College.

Students must report to the Registrar and follow College procedures when enrolling for general education classes at Reynolds's Community College (RCC) or any other approved institution. RCC tuition is posted to the student's BSMCON account.

Students retaking a class or who are in grade appeal and have started another class are responsible for the tuition and fees.

## receivables process for tuition payment

Each semester, the Bursar's Office sends an email to students as a reminder of the tuition due date. After the semester starts, the Bursar's Office sends a second email to students with an outstanding balance and attempts to contact those students by phone. The Dean of Finance and Administration is notified of all students who have an outstanding balance with a comment field that explains circumstances such as third-party bill, Veterans Affairs, etc.

If students do not respond to the second email, the Bursar's Office will put a hold on the student(s) account and send another email.

- Students are emailed through CampusNexus® (formerly SONISWeb), which has an email audit track.
- During the course of the semester or year, students may incur additional fees, fines or assessments that must be paid in full at the time they are billed.
- The Dean of Finance and Administration makes the final decision about which student accounts will be sent to the collection agency.

- Fiscal Services sends the outstanding account(s) to a collection agency used by BSHSI.
- Fiscal Services will adjust students' account and add a collection agency, attorney's fees, legal expenses, and collection costs of up to 25 percent of the unpaid balance to the account which will become the responsibility of the student.

## failure to pay bill on time for enrolled students

### Late Payment Penalty:

*A late payment penalty of 10 percent of the balance, not to exceed \$100, will be assessed for those students whose accounts are not paid by the due date specified on the invoice.*

The college reserves the right to revise or alter all fees, regulations pertaining to student fees, and fee collection procedures at any time.

The College utilizes a collection agency that has an agreement with BSHSI and may charge a collection fee. The College insists on strict compliance with the standards of the Fair Debt Collection Practices Act.

## transcripts and records policy for students with unresolved financial obligations

In the event of any unresolved balance of any nature on the student's account the following records will not be released: diplomas and transcripts. These records will not be released until the balance is paid in full or the past due balance is resolved. When all financial obligations are resolved, the student is again eligible to receive transcripts and all college services.

## student accounts

**Refunds:** Students having a negative balance in excess of posted charges will receive a refund within 14 days from the date the negative balance appears on the account.

**Holds:** Students having a positive balance due or outstanding documentation after the first day of the semester will be put on an account hold. An account hold will prevent student access to online registration, transcripts, and diplomas. Holds relating to account balances can be resolved by online payments or directly contacting the College's Bursar. Holds related to documentation can be resolved by providing outstanding documents to the Office of the Registrar. Holds not resolved before the last date of a semester will result in student dismissals and/or accounts sent to collection.

## the book advance program

The Book Advance Program allows students to use a portion of their estimated financial aid to purchase textbooks and supplies from any business. It is not free or considered additional funds.

The Book Advance Program provides cash advances of financial aid awards to eligible financial aid recipients. Students are able to purchase books and supplies with their advances at any bookstore of their choosing. The book advance determination is based upon the student's enrollment, the student's cost of attendance book allowance, and the student's financial aid eligibility.

This Book Advance is for educational expenses only. Students are not permitted to purchase books for other students. Misuse of the book advance credit is in violation of federal regulations.

Book Advances are issued prior to the start of the semester but not more than 10 calendar days before the start of the student's semester. This timeframe is the earliest an advance can be issued and this procedure is in compliance with federal regulations. There will be no exceptions to this rule.

Book Advances are issued by Direct Deposit (to account student has authorized). For a student to update his/her Direct Deposit account information a student must contact the Bursar at [bsr-bursar@bshsi.org](mailto:bsr-bursar@bshsi.org).

### Deadline Dates to Qualify for Book Advance:

Fall Semester: 2nd Friday of July  
 Spring Semester: 2nd Friday of December  
 Summer Semester: 3rd Friday of April

## book advance eligibility requirements

- Student must have an estimated financial aid/scholarship award
- Student must have sufficient aid to cover his/her outstanding student account balance and have enough funds to cover the Book Advance amount
- Student must be registered in classes for the upcoming term
- Student must be meeting the Standards of Satisfactory Academic Progress

Please note: not all types of financial aid are eligible to receive a Book Advance. Common types of aid that ARE eligible include:

- Federal Pell Grants
- Other Federal Grant Programs
- Federal Student Loans
- Most Scholarships

## student's responsibility

- The student must meet all terms and conditions for financial aid
- The student must use the funds to purchase the required books and supplies needed
- If the student receives a Book Advance and is later determined to not be eligible for it, then the student is responsible for returning the funds to the College
- If the student receives a Book Advance then decides not to come to the College, the student is responsible for repaying the amount received
- The student cannot receive additional Book Advances above the eligible amount

## scholarships

Scholarship funds, established by the College of Nursing through the Bon Secours Richmond Health Care Foundation, are intended to supplement other sources and may be awarded based on a variety of factors, including donor-directed criteria, academic achievement (merit), demonstrated financial need, leadership, community involvement, career goals, community of residence, and other factors. Scholarship funds do not require repayment and may be awarded for one or more years. The Office of Financial Aid uses information provided by the FAFSA to calculate expected family contribution and eligibility for need-based scholarships and awards.

Specific requirements for scholarships are provided with the master scholarship application in the spring semester for the upcoming academic year and can be found on Blackboard, under Financial Aid and the Scholarships tab. Students will be considered for all scholarships for which he or she is eligible, based on the information the student provides on the application form. Notification of awards usually occurs four to six weeks after the application deadline. The actual number of scholarships and award amounts vary each year depending on donor participation. All scholarship awardees are required to thank their scholarship donor, through the College of Nursing Development Office, and may be required to participate in a donor recognition event.

The following scholarships are available:

### MERIT-BASED:

#### **Gloria H. Booker Scholarship**

Established in honor of Mrs. Booker's devoted 40 years of dedicated and compassionate teaching and service.

#### **Glenn LeBlanc Men in Nursing Scholarship**

Created by a graduate who pursued a career in pediatric nursing and in support of male students in their pursuit of nursing education.

#### **The Modlin Scholarship**

Established to honor Dr. George Matthews Modlin and is awarded to a student who shows promise and has potential to make significant contributions to nursing and the community.

#### **General Thomas Nelson, Jr. Virginia Militia (SDI) Merit Scholarship**

Established in memory of General Thomas Nelson, Jr. by a descendant.

#### **Airman First Class William Hart Pitsenbarger, USAF MOH Merit Scholarship**

Established in memory of A1C William Hart Pitsenbarger by a former Airman and admirer.

#### **Flight Lieutenant Parke Farr Smith, RAF Merit Scholarship**

Established in memory of Flight Lieutenant Parke Farr Smith by his nephew.

#### **Lieutenant James Alexander Smith III, USNR DFC Merit Scholarship**

Established in memory of Lieutenant James Alexander Smith by his nephew.

### NEED-BASED:

#### **The Sarah F. Richardson Scholarship**

Ms. Richardson was a long-time member of the BSMCON faculty who had also served in the U.S. Army. Created by her parents, this scholarship was established in Sarah's memory to perpetuate her love of nursing and legacy of compassion.

#### **Jean Ritz-See Scholarship**

This award is given annually in memory of Ms. Ritz-See, class of '81, by her family.

## Lettie Pate Whitehead Scholarship

The Lettie Pate Whitehead Foundation is a charity dedicated to the support of women in nine southeastern states.

## Mary Jane Naecker Young Award

As its class gift to the College, the class of 1965 presented a scholarship to honor its class advisor, Mrs. Mary Jane Young.

Miscellaneous scholarships may be periodically added throughout the Academic Year. The requirements, award amount, and the process for determining awardee can be found on Blackboard.

## other student funds

Other student funds are periodically awarded to students who qualify. Students will be notified through email and information will be posted on Blackboard.

The College does not participate in the Virginia Student Assistance Authorities (VSAA) Financial Aid Programs.

## Laura Murphy Discretionary Fund

The Laura Murphy Discretionary Fund was created by Laura Murphy, a former Dean of Nursing, to help students during times of sudden and catastrophic financial crisis. These funds may be used for, but are not limited to, utility bills and cut-off fees, food, medicine, critical home or car repairs, transportation to school, and gas money.

Money disbursed from this fund will not be used to pay for tuition or books, to cover incidental expenses, or to offset poor personal financial management. These disbursements are considered gift aid and do not have to be repaid. Under federal law, these funds are considered taxable income. The maximum amount a student may receive is limited to \$1,000 and must be appropriate and reasonable to need and circumstance.

To be eligible to receive Laura Murphy funds, the student must have earned no D's or F's in the prior academic year; and must have a minimum 2.0 BSMCON GPA. A recommendation from the student's dean may be requested. Students may make this request only one time while enrolled as a Bon Secours Memorial College of Nursing student.

## Veteran Educational Benefits

Students eligible to receive veteran's educational benefits should contact the Registrar's Office for certifying enrollment with the Veteran's Administration.

Federal, state, private, and College aid programs include but are not limited to: Federal Pell Grant, Federal Subsidized and Unsubsidized Stafford Loans, Federal PLUS Loan (Parent Loan for Undergraduate Students), Federal Supplemental Educational Opportunity Grant, Federal Work Study, Veterans Educational Benefits, National Guard Educational Benefits, Scholarships, and Private Alternative Loans.

## financial aid

Bon Secours Memorial College of Nursing believes the primary responsibility for the cost of a student's education rests with the student and/or family. The College has a financial aid program designed to assist students who qualify in meeting educational expenses. Financial need is defined as the difference between the cost of the educational program and the amount of money the student and/or family can reasonably pay, as determined by the Department of Education calculations.

A student's financial aid award will not be large enough to cover all living expenses and College expenses. Therefore, students will need additional resources to support themselves and their education while enrolled in the College. Advance planning by the student is essential if financial needs are to be adequately met. Financial aid counseling is available to every student through an in-person, one-on-one meeting, or a one-on-one meeting through interactive technology with a Financial Aid Counselor, and through computer learning modules and Net Partner financial aid presentations.

## definitions

**Cost Of Attendance (COA)**, as required by the Department of Education, includes: tuition and fees, books and supplies, room and board, applicable transportation costs, and miscellaneous expenses associated with the cost of the program in which the student is enrolled. Students may submit a request to the Office of Financial Aid for approval of an increase to their COA. This request is a one-time computer cost allowance up to \$1,500 for their undergraduate studies.

**Educational expenses** are tuition/fees and certain related expenses required for enrollment in a course at an eligible educational institution. The course must be either part of a postsecondary degree program or taken by the student to acquire or improve job skills. Educational expenses do not include prior college loans, car payments, credit card payments, prior personal debt, expenses of family members, or other unrelated expenses.



**Financial need** is defined as the difference between the cost of the educational program and the amount of money the student and/or the student's family can reasonably provide.

A **student loan** is the lending of money, with interest and processing fees, to a student for educational expenses incurred while enrolled in the College.

A **scholarship award** is the awarding of funds, usually from a private foundation to a student to help subsidize his/her education while enrolled in the College.

**Enrollment status** is full-time or part-time based upon the number of credit hours taken in a semester. Full-time is 12 or more credit hours; three-fourths time is 9-11 credit hours; half time is 6-8 credit hours; less than half-time is 5 or fewer credit hours.

## eligibility requirements

To be eligible for aid provided by any of the College's financial aid programs, a student must meet the following criteria:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Be a U.S. citizen, U.S. National, U.S. permanent resident, or eligible non-citizen as determined by federal guidelines
- Have a valid Social Security Number
- Possess a high school diploma or an equivalent such as a G.E.D., or have completed home schooling at the secondary level as defined by state law
- Be enrolled, as a regular student, in a program leading to an approved certificate/diploma or degree
- Be making satisfactory academic progress toward completion of the program of study
- Not be in default on any federal student loan or owe a refund on a federal grant

To check your federal loan or grant history, go to the National Student Loan Data System (NSLDS) website at [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/) and click on Financial Aid Review (you will need your FAFSA PIN to view your history).

- Not be enrolled in an elementary or secondary school. A student who is concurrently enrolled in high school and college is not considered a "regular student," and is not eligible for financial aid.
- Must be registered with Selective Service, if required (males only). If you are not registered, you may register at [www.sss.gov](http://www.sss.gov).
- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance.

- Complete the verification process, if required. Students selected for verification should refer to the Financial Aid Verification Policy (located on College website) for complete details.
- Demonstrate financial need except for certain non-need based programs (i.e. Unsubsidized Stafford Loan, Private Alternative Loan, etc.).

Students should refer to the College website for further information regarding financial aid policies.

## student responsibilities in accepting financial aid

By accepting financial aid awards, students acknowledge certain rights and responsibilities.

### A student has a right to:

- Apply for additional assistance when increased financial need can be demonstrated and funds are available
- Appeal a decision to the Director of Financial Aid
- Expect and receive complete confidentiality of financial aid award information by the Office of Financial Aid
- Know what financial aid programs are available at the College
- Know the deadlines for submitting applications for each of the available financial aid programs
- Know how financial aid is awarded, how decisions on awarding are made and the basis for these decisions
- Know how financial eligibility is determined including how costs for tuition and fees, room and board, transportation, books and supplies, personal/miscellaneous expenses, etc. are estimated in the budget
- Know what resources (such as family contribution and other financial aid, assets) are considered in the determination of financial aid eligibility
- Know how much financial need has been met
- Information about the various components of the financial aid package
- Know the College Refund Policy
- Know what portion of financial aid must be repaid and what portion is grant aid; if the financial aid package includes loans, a student has the right to know the full amount of the loan, the interest rate, when repayment is to begin, the yearly and total amounts of debt, repayment procedures, deferment and consolidation availability, length of repayment, consequences of default, and the ability to prepay the loan without penalty at any time
- Know how the College determines whether a student is making satisfactory academic progress and the consequences if the student is not making satisfactory academic progress

## A student is responsible for:

- Completing all application forms accurately and submitting them timely to the Office of Financial Aid (or the Central Processor for the FAFSA or Renewal Form)
- Providing accurate information (misrepresentation of information on a financial aid application is a violation of federal law)
- Supplying all additional documentation and/or information as requested by either the Office of Financial Aid or the agency to which an application is submitted
- Reporting any change in the financial situation from that reported on the Free Application for Federal Student Aid
- Notifying the Office of Student Financial Aid when additional financial aid is received from outside sources
- Using funds awarded solely for educational expenses incurred to attend Bon Secours Memorial College of Nursing during the period for which the award was made
- Attending class on a regular basis and to make normal progress toward graduation. Repeated course withdrawals may jeopardize eligibility for financial assistance
- Repaying all educational loans according to the repayment provisions agreed on at the time loans were accepted and promissory notes were signed
- Reading carefully all forms that require a signature and keeping copies of them
- Accepting responsibility for all agreements signed
- Signing promissory notes for student loans, following the repayment schedule, notifying school, loan servicer agency of changes in name, address, social security number, or attendance, completing an entrance counseling before receipt of first loan disbursement and exit counseling before resigning from the College or graduating
- Performing the work that is agreed upon in accepting a federal work-study position
- Knowing the College Refund Policy
- Knowing the College Financial Aid Guidelines
- Providing any requested forms to defer repayment of student loans
- Providing a personal thank you letter to scholarship donor

## financial aid is available to those who qualify through the following programs:

### Federal Pell Grant

The Federal Pell Grant is for students who have not earned a baccalaureate degree or first professional

degree. Eligibility is determined from the information submitted on the student's Free Application for Federal Aid (FAFSA) form. Part-time students are also eligible for these funds on a prorated basis.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

Additional gift assistance awarded to undergraduate students who also qualify for the Pell Grant, FSEOG is available to students who would not be able to attend college without this assistance. Funds are limited and awarded on a "first come" and "highest need" basis. These funds are also available to part-time students. Awards may range from \$200-\$4,000 per academic year.

### Federal Work Study (FWS)

The Federal Work Study (FWS) Program provides jobs for college students with financial need. FWS encourages students to perform community service and work related to their courses of study to help pay for education expenses. FWS hourly wage will depend on the type of work and required skills needed for the position. The total Work Study award depends on the application date, the level of the student's need, and the College's FWS allocation. Work Study money is not paid until earned. Students are paid on the same schedule as employees at the College (bi-weekly). Positions are available on-campus and off-campus.

On-campus versus off-campus jobs:

- On-campus work is usually done for the College
- Off-campus work is usually provided by a private non-profit organization or a public agency, and the nature of the work must be in the public interest

## student loans

Loans can be awarded to a student regardless of need. A student must be enrolled at least half-time to qualify for a loan under the Stafford Loan Program. Amounts are based on the student's filing status and grade level. Repayment begins six months after the student is no longer enrolled at least half-time in any college or university. First-time borrowers must complete a Master Promissory Note, Financial Aid Awareness Counseling, and Entrance Loan Counseling. Interest rates are set annually, July 1st.

### Subsidized Federal Direct Stafford Loan

This loan is need based, and eligibility is determined from the results of the Free Application for Federal Student Aid. Interest payments are made by the federal government while the recipient is at least a half-time student. A student must be enrolled at least half-time to qualify for this loan.

## Unsubsidized Federal Direct Stafford Loan

This loan is not based on financial need, although a Free Application for Federal Student Aid must be filed. The student is responsible for the interest. Interest starts when the first disbursement is made by the lender.

The student can choose to pay the interest or have it capitalized with the principal. Students must be enrolled at least half-time to receive funds from this program.

## Federal Direct PLUS Loan (Parent Loan for Undergraduate Students)

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met.

To be eligible for a Direct PLUS Loan for Parents:

- The parent borrower must be the student's biological or adoptive parent. In some cases, the student's stepparent may be eligible.
- The student must be a dependent student who is enrolled at least half-time at a school that participates in the Direct Loan Program. Generally, a student is considered dependent if he or she is under 24 years of age, has no dependents, and is not married, a veteran, a graduate or professional degree student, or a ward of the court.
- The parent borrower must not have an adverse credit history (a credit check will be done). If the parent does not pass the credit check, the parent may still receive a loan if someone (such as a relative or friend who is able to pass the credit check) agrees to endorse the loan. The endorser promises to repay the loan if the parent fails to do so. The parent may also still receive a loan if he or she can demonstrate extenuating circumstances.
- The student and parent must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the federal student aid programs.

## Private Alternative Loan

The Office of Financial Aid at the College recommends the use of private education loan programs ONLY after all other types of financing options (including federal loans) are considered to assist in meeting a student's cost of attendance (COA). Students are required to provide any private loan lender with a signed loan "Self Certification Form" (available on the College website). The Office of Financial Aid is willing to work with any lender the borrower selects as long as the lender agrees to provide loan services to our students. The College does NOT endorse any lender and encourages students to research alternative loans prior to applying to find the best deal.

# consortium agreements

The purpose of a consortium agreement is to allow Bon Secours Memorial College of Nursing (BSMCON) students to take general education courses at another eligible college and have those courses count toward their financial aid eligibility at BSMCON. All courses taken at another eligible college MUST relate to a student's degree at BSMCON. Consortium agreements are done on a semester-by-semester basis for each student.

Consortium Agreements are sent to the "Host" Institution to obtain course information that is used in determining a student's financial aid eligibility. A student can only receive Federal Student Aid assistance and course credits for courses that are applicable to the student's program of study.

All incoming students are counseled on the process of taking general education courses at another eligible institution and are informed that the Office of Financial Aid will send a Consortium Agreement to the host institution to confirm these courses. Students receive notification on Consortium Agreements from the Office of Financial Aid annually through a Financial Aid module, Understanding the Financial Aid Process, available through the Student Financial Aid Portal, Net Partner. Consortium Agreement information is also available on the College website at: <http://bsmcon.edu/financial-aid/consortium-agreements>.

Under a consortium agreement, the home institution gives credit for courses taken at the host institution on the same basis as if it provided the training itself. These courses must be applicable to the student's program of study. Courses taken at the host institution appear on the student's BSMCON grade transcript in the semester the course(s) was/were taken and are included in the student's grade point average.

Sequential Steps in the Process:

- Decide which course(s) to take at the Host School
- Register for the courses at Host School
- Enter Host courses into BSMCON CampusNexus® (formerly SONISWeb) registration
- BSMCON Office of Financial Aid sends Host School Consortium Agreement
- Host School Completes Consortium Agreement and returns to Home School
- Host courses used to determine financial aid eligibility
- At the end of the semester, request official transcripts from Host School to be sent to the Registrar's Office at BSMCON

Please Note: Unfortunately BSMCON does not have a way to send a student's aid to the host school. So, the student is responsible for paying for the tuition and books at the host school from his/her own funds

**EXCEPTION:** Reynolds Community College — RCC will be informed through the Transient Student Form (available through the BSMCON Registrar's Office) that student is classified as a Bon Secours student. RCC will flag student's RCC account for tuition payment through BSMCON and BSMCON will bill student for that tuition. Student's financial aid will be disbursed at Bon Secours Memorial College of Nursing and student may reimburse himself/herself from that aid for educational expenses paid from the courses covered under the consortium agreement if there are additional funds remaining once your BSMCON tuition/fees and other charges have been paid.

The table below lists the parties involved in the Consortium Process and their responsibilities:

PERSON	RESPONSIBILITIES
Student	<p>Pays for Tuition and Fees at the Host School from personal funds (EXCEPTION: Reynolds Community College – Student's account is flagged and payment is made through BSMCON)</p> <p>Attends classes</p> <p>Requests Official Transcripts from the Host School after the end of the semester</p>
Host School	<p>Financial Aid representative at Host School processes the form AFTER end-of-drop period, with help from their Records Office staff if needed</p> <p>Sends form to BSMCON when processed</p> <p>Agrees not to process financial aid</p> <p>Reports any changes in enrollment</p> <p>Records office sends official transcripts (at student request) to BSMCON at the end of the semester</p>
BSMCON Financial Aid Staff	<p>Sends Consortium Form to Host School</p> <p>Accepts completed Consortium Form (with all signatures) from Host School and uses the information to adjust the enrollment status and awards as necessary</p>

## sap & title iv financial aid eligibility

To be eligible for federal, state, and institutional aid programs, a student must meet SAP policy standards, regardless of whether the student has received financial aid previously. There are three measures for SAP:

**Cumulative Grade Point Average (GPA):** In order to meet the quantitative standard for SAP, students must maintain a minimum cumulative GPA of 2.0.

**Percentage of Attempted Courses Completed (PACE):** Students must complete at least two-thirds (67 percent) of attempted credits, including transfer credits.

**Maximum Credits for Program Completion:** Students may not exceed 150 percent of the credits necessary for a degree. Federal regulations limit financial aid eligibility to 150 percent of the credits necessary for a degree. Students who have attempted 125 percent of the credits necessary for their degree will be notified that they are approaching the maximum time frame and are in jeopardy of losing their financial aid.

BSN PROGRAM	STANDARD PROGRAM CREDITS	MAXIMUM PROGRAM CREDITS (150 PERCENT OF STANDARD)
Pre- and Post- Licensure	124	186

SAP is verified at the end of each semester. Students receiving financial aid must maintain SAP toward their degrees in order to remain eligible for scholarships and financial aid programs. Failure to maintain SAP will result in cancellation of eligibility to receive funds from federal (Title IV), state, private, and College aid programs. Recipients of financial aid are notified in writing by the Office of Financial Aid when SAP changes their financial aid status.

These standards represent minimum performance requirements based on federal statutes and regulations and do not necessarily coincide with academic program requirements. SAP standards apply to all students including those who wish to establish or maintain financial aid eligibility. These standards apply to a student's entire academic record at the College, whether or not financial aid was received for prior terms of enrollment.

Please refer to the Academic Status and Satisfactory Academic Progress Policy located on the College website for complete details.

## financial aid status

### Financial Aid Good Standing

A student who is receiving financial aid at the College is in “financial aid good standing” until such time as the student fails to meet SAP standards and is placed on financial aid warning, financial aid probation, Financial Aid Termination or is academically dismissed.

### Financial Aid Warning Status

Students on Academic Warning receiving financial aid will be automatically placed in a Financial Aid Warning Status for one (1) semester and are expected to meet SAP requirements by the end of that semester. Students who fail to meet satisfactory academic progress requirements at the end of the financial aid warning status semester will lose their eligibility for financial aid and will be placed on Financial Aid Termination. However, with a successful Financial Aid SAP appeal, those students will be placed on Financial Aid Probation and will retain financial aid eligibility.

**Financial Aid Probation** Students who have successfully appealed the loss of their financial aid will be placed on Financial Aid Probation. Students on financial aid probation are eligible to receive financial aid for one (1) semester, after which they MUST be meeting all of the satisfactory academic progress standard or the requirements of an academic progress plan that was pre-approved by the by the Office of Student Success.

**Financial Aid Termination** Students in any of the below categories will be placed on Financial Aid Termination status and are no longer eligible for financial aid until SAP standards are met. Students may not appeal this status.

1. Students who are unsuccessful in meeting the SAP standards and choose not to submit a financial aid appeal.
2. Students who have NOT met SAP standards after being placed on Financial Aid Probation for one (1) semester or completion of their “Academic Plan for Success.”
3. Students who reach the maximum credits for program completion. Federal regulations limit financial aid eligibility to 150 percent of the credits necessary for a degree.

## financial aid appeal process

**Financial Aid Appeal:** Personal statement and supporting documentation asking for financial aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a probationary semester (Student Status – Financial Aid Probation) and require that the student sign an “Academic Plan for Success.”

Students who fail to meet satisfactory academic progress requirements at the end of the financial aid warning status semester will lose their eligibility for financial aid and must submit a Financial Aid Appeal and an “Academic Plan for Success” to the Office of Financial Aid for consideration of reinstatement for one (1) semester, after which they must be meeting all of the satisfactory academic progress standard or the requirements of an “Academic Plan for Success” that was pre-approved by the by the Office of Student Success.

The financial aid appeal must be submitted in writing and describe any mitigating circumstances the student feels deserve further consideration, e.g., death in the immediate family (father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister), illness of the student, etc. The financial aid appeal and supporting documentation is sent to the Director of Financial Aid, who reviews the written records, collects other information as necessary, and issues the final determination within ten (10) working days from the receipt date of the original request. Financial aid appeals are not reviewed until all the information requested has been received.

Students must meet with the Office of Student Success to develop an “Academic Plan for Success” to re-establish SAP, the student will have ten (10) business days from being notified of the required action, to submit a copy of the “Academic Plan for Success” to the Director of Financial Aid. It is the student’s responsibility to initiate contact with the Office of Student Success to begin the process. Failure to submit “Academic Plan for Success” to the Director of Financial Aid will result in the student not being eligible for financial aid until SAP standards are met. The student may not appeal this decision.

An “Academic Plan for Success” will support the student in his/her effort to meet SAP standards by a specific point in time. As long as the student is successfully following the requirements of his/her “Academic Plan for Success,” the student is considered meeting SAP and continues to be eligible for financial aid. If, at the end of his/her “Academic Plan for Success” period, the student does not meet the standards of SAP, the student is no longer eligible for financial aid until SAP standards are met and the student is assigned a status of Financial Aid Termination. The student may not appeal this decision.

# refunds

Refer to the Academic Definitions in the appendix.

## policy:

### General Regulations Governing Refund:

The College's refund policy is based on the Federal Return of Title IV Funds Policy and applies to any student who withdraws, is dismissed, or takes a leave of absence after the first week and prior to the end of the semester.

Refunds of tuition and fees are calculated on a pro-rata percentage determined by dividing the number of calendar days in the semester the student completed by the total calendar days in the semester. Total calendar days in a semester includes weekends, but excludes breaks of five days or more. Unearned portions will be refunded to students who separate from the College prior to 60 percent completion of the semester. If a student completes 60 percent of a semester, all institutional funds are considered earned and no return of funds is necessary.

The College uses the Date of Determination to calculate the percentage of term completed and the amount of refund, which will be paid within 45 days from the date of determination (DOD) unless federal or state requirements specify otherwise.

### Federal Return to Title IV Funds — Financial Aid Recipients

Federal law requires colleges to calculate how much federal financial aid a student has earned if that student:

- completely withdraws (Resignation from the College), or
- stops attending before completing the semester, or
- takes an approved leave of absence, or
- does not complete all modules (courses which are not scheduled for the entire semester) for which he/she has registered at the time those modules began.

Colleges are required by federal statute to determine how much financial aid was earned by students who resign from the College or take a leave of absence prior to completing 60 percent of a payment period or term. For a student who resigns from the College after the 60 percent point-in-time, there is no unearned aid. However, a college must still complete a return calculation in order to determine whether the student is eligible for a post-resignation disbursement. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

**Earned Aid** (percentage of payment period or term completed) = the number of days completed up to the resignation date divided by the total days in the payment period or semester. (Any break of five days or more is not counted as part of the days in the semester.)

The payment period for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered.

Funds are returned to the appropriate aid program based on the percentage of unearned aid using the following formula:

**Unearned Aid** (aid to be returned) = 100 percent of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or semester.

If a student earned less aid than was disbursed, the College would be required to return a portion of the aid and the student would be required to return a portion of the aid. The student borrower may owe a debit balance to the College when Title IV aid is returned.

If a student earned more aid than was disbursed, the College would owe the student a post-resignation disbursement which must be paid within 120 days of the student's resignation from the College.

The College must return the amount of Title IV aid for which it is responsible no later than 45 days after determining the student's resignation date as defined in the Resignation from the College policy.

### Funds are returned to the following sources in order of priority, as established by Congress:

- Unsubsidized Direct Stafford Loans (other than PLUS Loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required
- Academic Competitiveness Grants for which a return of funds is required
- National SMART Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

- Federal TEACH Grants for which a return of funds is required
- Iraq and Afghanistan Service Grant for which a return of funds is required
- Other Title IV assistance for which the return of funds is required
- Other federal, state, private or institutional financial assistance for which a return of funds is required

**There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs:**

- Determine date of resignation from College and percentage of payment period attended by the student
- Calculate amount of Title IV aid earned by the student
- Compare amount earned and amounts disbursed to determine amount unearned
- Determine late disbursement if amount earned is greater than amount disbursed
- Determine amount of Title IV aid that must be returned if amount earned is less than amount disbursed
- Calculate portion of funds to be returned by the College and student

A student may have an outstanding balance with the College due to the return of Title IV funds. If the outstanding balance is not paid within three months from the date of resignation from the College, the student's account will be sent to the College's collection agency.

## Regulations Regarding Refund for Students with Residence in the State of Maryland

For students with residence in Maryland, the College's refund policy is based on the Code of Maryland Regulations:

- The minimum refund that an institution shall pay to a Maryland student who withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

PROPORTION OF TOTAL COURSE, PROGRAM, OR TERM COMPLETED AS OF DATE OF WITHDRAWAL OR TERMINATION	TUITION REFUND
Less than 10 percent	90 percent refund
10 percent up to but not including 20 percent	80 percent refund
20 percent up to but not including 30 percent	60 percent refund
30 percent up to but not including 40 percent	40 percent refund
40 percent up to but not including 60 percent	20 percent refund
More than 60 percent	No refund

- A refund due to a Maryland student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
- An institution's refund policy for Maryland students shall be clearly disclosed to and acknowledged by students at enrollment.
- An institution shall maintain documentation to verify that a refund has been made.

### REFERENCES:

Return to Title IV - Higher Education Act (HEA), Section 484B; 34 CFR 668.22

**Additional financial aid and College policies may be located at [www.bsmcon.edu/students/policies-0](http://www.bsmcon.edu/students/policies-0).**



# 5 program, academic policies & procedures

## IN THIS SECTION:

- 49 Program
- 50 Essential Technical Standards
- 52 Bachelor of Science In Nursing
- 59 Pre-licensure
- 67 Post-licensure — RN-BSN
- 70 Admission/Readmission
- 71 Attendance
- 71 Clinical Compliance Requirements
- 73 Dress Code
- 74 Grading System—Nursing Program
- 75 Progression and Graduation



# program delivery

The Bachelor of Science in Nursing program is offered in a variety of delivery methods to include traditional, blended, and distance education. General education courses are offered in both the traditional and distance education delivery method. The majority of the pre-licensure program track courses are offered in the traditional, on-ground format; however, there are select courses that are offered in a blended format or via distance education. The post-licensure program track is delivered fully via distance education. Descriptions of each of the identified delivery methods are described below.

**Traditional, On-ground Delivery** The traditional, on-ground delivery offers students the experience of learning in an on-ground, classroom format that includes face-to-face interaction with both faculty and students.

**Distance Education** Distance education is a delivery format that provides students the structure for learning to occur while not being physically present. Distance education includes specific pedagogical principles that are more than converting traditional delivery methods to online. Distance education includes quality experiences that include elements such as positive reinforcement, repetition, cognitive learning elements to assimilate new information, utilizes a variety of methods that appeals to the different learners and senses, and social interaction of the learners. At Bon Secours Memorial College of Nursing distance education is offered in two different formats. These are Blended (Hybrid) Delivery and Fully Online Delivery.

**Blended (Hybrid) Delivery** “blended,” also known as “hybrid” delivery, is a combination of distance and traditional delivery methods. A blended course is designed to integrate the best of each format to complement the content that is delivered.

**Fully Online Delivery** All course content and student to student and student to faculty interactions occur solely in an online environment.

## philosophy statement

The faculty of Bon Secours Memorial College of Nursing believes the following tenets:

### Nursing

- Nurses collaborate and cultivate partnerships with others to provide leadership, collegiality, empowerment, consultation, and supervision in today’s complex, diverse health care environment

- Nurses are lifelong learners and researchers, adding to and applying new evidence to the practice of nursing globally
- Nurses utilize evidenced-based practice to deliver individualized care that is sensitive to the client’s cultural, spiritual, and diverse needs
- Nurses provide holistic care to promote wellness, prevent disease, restore health, and to provide comfort
- Nurses are accountable and are ethically, legally, and morally grounded
- Nurses use creativity to adapt to ever-changing systems and client needs
- Nursing is both an art and a science

### Nursing Education

- Faculty respect students’ individual learning needs, model the value of caring, and validate students as individuals with intelligence, worth and dignity
- Learning is a collaborative process between educator and student
- Learning includes adapting to professional social norms and continuous quality improvement of practice
- Liberal education will serve as a foundation of knowledge, skills and attitudes for application in nursing practice
- Liberal education enables the nurse to engage within the local community and globally
- Nursing education will foster personal and professional growth, and form the foundation for graduate education
- Nursing education promotes transformative, self-directed, experiential discovery
- Nursing education enables students to provide safe, competent care from birth to entry into the spiritual realm of death
- Nursing education encourages respect of authentic dialogue to improve health care outcomes
- Nursing education empowers students to apply leadership principles to the nurse generalist practice
- Nursing education provides the student with an understanding of health care policies that influence nursing practice
- Nursing education is based on translation of scholarship into nursing practice that includes discovery, integration, and application of knowledge
- Nursing education facilitates competency in computer information technology to respond to the dynamic health care environment
- Nursing education fosters collaboration with the interprofessional health care team to improve health through evidenced-based clinical preventive practice

- Nursing education cultivates quality improvement practices to maintain and improve patient safety
- Nursing education promotes the application of clinical reasoning and clinical judgment to produce safe health outcomes
- Students will have opportunities to grow in Christian life to enhance their understanding and capacity to care for themselves and others
- Students will apply knowledge of nursing theory and research essential to contemporary nursing practice
- Students focus on moral, value-based reflective thinking that form the foundation of scientific inquiry and evidence
- Nurses apply knowledge of health care policy to advocate for vulnerable populations to promote social justice and ameliorate health disparities
- Our community responsibility encompasses the Bon Secours' mission of "good help to those in need," which requires our involvement as change agents

## essential technical standards for nursing students

### Caring

- Caring is expressed through application of nursing knowledge in practice, critical thinking skills, interpersonal skills, assertiveness, curiosity, courage and humor
- Caring is expressed through provision of safe outcomes of care for diverse populations
- Nursing is philosophically rooted in holistic caring for the biophysical, spiritual, mental, and social person
- Nursing facilitates healing across the lifespan by extending a caring human presence
- Self-care and self-reverence are requisites to caring for others

### Health

- Health is created through unity and harmony of mind, body, and soul
- Health is a dynamic state of being on a wellness-illness continuum
- Health requires ensuring that the basic right of all individuals, especially the poor and the dying, have equitable access to the health care system
- Human beings are unique and complex, with physical, emotional, cognitive, sociocultural, and spiritual dimensions
- The individual person develops from the interaction of environment, family, culture, and society
- The individual experience is valued and is worthy of inherent dignity and respect

### Service

- Bon Secours encourages students to develop and apply the values of respect, compassion, justice, integrity, quality, innovation, stewardship and growth while providing "good help to those in need," in accord with Bon Secours' organizational mission

Essential technical standards are the nonacademic standards, skills and abilities demanded of every student in an academic program. Non academic standards include the cognitive, sensorimotor, behavioral, and communication abilities required for satisfactory completion of all aspects of the curriculum and development of professional attributes required for graduation.

Given the nature of the curriculum at BSMCON, a student must be prepared to meet the basic standards of a practicing professional nurse. To that end, the Essential Technical Standards are the essential nonacademic standards, skills, and abilities demanded of every student in an academic program at BSMCON. Nonacademic standards include the cognitive, sensorimotor, behavioral, and communication abilities required for satisfactory completion of all aspects of the curriculum and development of professional attributes required for graduation.

The following table states the Essential Technical Standards. Students must fulfill and maintain these standards, with or without reasonable accommodation.

All students are required to review these essential standards/abilities and sign the Bon Secours Memorial College Essential Technical Standards Student Acknowledgement Form (located on the College website under Policy NUR 1.02).

## Essential Technical Standards

<b>Cognitive Abilities:</b>	<b>To successfully complete learning objectives, follow course syllabi, assignment directions, and any actions developed by faculty and administration in the nursing program</b>
Examples:	Measure, calculate, reason, analyze, integrate, and synthesize complex information and demonstrate acquired knowledge in a timely manner
	Perform mathematical functions
	Incorporate ethical reasoning into critical thinking and clinical judgments
	Retrieve and critically appraise patient related research
	To develop a plan of care and carry out the nursing process
	Make safe, well informed clinical judgments and be able to respond to changing circumstances and emergencies in a prompt manner
	Calculate dosages of medication, intake and output and fluid replacement
	Demonstrate behaviors and decision making that reflect honesty, integrity and ethical principles
	Translate research and evidence based practice into nursing plans of care
<b>Motor Abilities:</b>	<b>Perform gross and fine motor movements required to provide nursing care</b>
Examples:	Turn, transfer, transport, and ambulate patients with or without a lift team or assistive devices
	Physical requirements to be able to lift, carry, push, pull up to 50 lbs
	Administer medications and parenteral therapy, insert intravenous catheters
	Insertion of urinary catheters
	Palpation and percussion as a component of assessment
	Manipulation of diagnostic instruments and life support devices, and calibration of equipment
	Tactile ability sufficient to assess texture, shape, size, turgor, temperature and vibration
	Physical ability to implement emergency interventions such as cardiopulmonary resuscitation, suctioning of an obstructed airway, and application of pressure to stop bleeding
	Stamina. Must have sufficient stamina to sit, stand and move within the classroom, skills lab, acute care nursing units and community settings for periods of time as long as ten hours at a time
<b>Sensory Abilities:</b>	<b>Possess auditory, visual, and olfactory abilities required to provide nursing care</b>
Examples:	Visual acuity to employ inspection skills such as changes in skin and nail color, and color of drainage as a component of assessment
	Visual acuity to be able to read gauges that monitor patient physiological status
	Visual ability sufficient for observation of patient behavior
	Hearing abilities to auscultate breath sounds, heart sounds, and bowel sounds with a stethoscope as a component of assessment
	Hearing abilities to hear cries for help, alarms, and auditory signals from technical equipment
	Olfactory abilities to discern odors such as purulent wounds, or body odors as a component of assessment
	Olfactory ability to smell smoke or other smells (such as chemicals) indicative of environmental danger
<b>Communication Abilities:</b>	<b>Communicate effectively and sensitively with patients, families and others responsible for health care</b>
Examples:	Hearing ability to actively listen to patients, families, and others responsible for health care
	Ability to explain procedures, conduct health teaching
	Speaking ability to hold conversations with patient families and others responsible for health care
	Ability to elicit information, describe changes in status, and provide an accurate report of patient information to other health care providers and members of the health care team
	Utilizes verbal and nonverbal communication effectively and sensitively with others
	Written communications are clear and written for the necessary level of the reader
<b>Behavioral Abilities:</b>	<b>Establish and maintain appropriate professional relationships, and maintain emotional health in the academic and clinical settings in accordance with the Mission, Values and Operating Principles of Bon Secours, Code of Conduct.</b>
Examples:	Function effectively under stress and adapt to changing environments inherent in clinical practice
	Maintain self-control and demonstrate respect through word and action
	Demonstrate professional conduct and responsibility with accountability, responding promptly and courteously to inquiries and requests.
	Demonstrate compassion, cultural competence with groups from diverse backgrounds
	Conform to all requirements set forth by BSMCON health care agency's affiliation agreements as well as any additional requirements of any clinical setting
	Work cooperatively with peers, faculty, and members of the health care team, treating others with respect, courtesy and consideration
	Maintain confidentiality, protect individual rights of others

# Bachelor of Science in Nursing

## general information

The traditional Bachelor of Science in Nursing degree is designed to fulfill the mission of the College. It offers students a well-rounded, student-focused education in which students begin nursing courses in the Sophomore year while completing remaining required general education courses. Students focus on Nursing courses in the junior and senior year to complete a total of 124 required college credits for a Bachelor of Science in Nursing degree.

## curriculum planning

Upon admission, the student will collaborate with an academic advisor to develop an individual curriculum plan. The program publishes a suggested curriculum plan that illustrates the sequencing of courses in a manner that represents pre- and corequisite course requirements. All non-nursing courses may be taken before beginning any nursing courses, but may not be taken any later than specified according to the pre and corequisite requirements. The College provides instruction in nursing and pathopharmacology courses; therefore, the transferability of non-nursing courses should be confirmed by the student with the Office of the Registrar. Failure to do so may result in no credit being granted for the course by the College. Non-nursing courses taken out of sequence must not conflict with the nursing course schedule.

The Baccalaureate of Science in Nursing (BSN) is awarded at the completion of the program requirements. Pre-licensure graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

## curriculum plan revision

The initial curriculum plan is established mutually between the student and an advisor. Any subsequent revisions in the curriculum plan are to be made in collaboration with and approval of the student's faculty academic advisor through creation of a proposed revised curriculum plan. The revised curriculum plan is subject to approval of the Dean of Nursing or his/her designee. If the proposed revised curriculum plan is approved, it is filed in the student's academic record.

Students seeking to revise their curriculum plans are advised that space and schedule availability may impact their progression through the program. Full-time students who remain in unaltered progression will be afforded priority in course registration. Students with approved, altered curriculum plans will be guaranteed space in needed nursing and pathopharmacology classes, but may be limited in desired choices.

## course prerequisites and corequisites

Nursing and selected non-nursing courses have prerequisites that must be successfully completed prior to enrollment in these courses. Upon registration, prerequisite and co-requisite courses must be fulfilled or a plan approved to complete all prerequisites. Prerequisite or co-requisite equivalencies may be approved by the Bon Secours Memorial College of Nursing. Any change in course sequence is on an individualized basis and subject to administrative approval.

### Definitions:

- **Pre-requisite courses:** a course that is required prior to taking another course
- **Co-requisite courses:** a required course that must be taken in combination with another course or may be taken prior to the noted course(s)

## general education (non-nursing) course requirements

General education courses are required to provide the student with a solid foundation in liberal education. Questions regarding the transferability of general education courses should be addressed with the Office of the Registrar. Students are required to satisfactorily complete all general education courses with a "C" or better as defined in the College Grading Policy (ADM 2.02).

Beginning Fall 2016 students admitted to either the BSN or the RN-BSN program must meet general education course requirements as described below.

### Students without a previous bachelor's degree

Students must complete 56 general education credits as outlined by the Cluster model below.

### Students with a bachelor's degree

Students admitted with a bachelor's degree from an accredited college or university in another discipline will be considered to have met all of the general education requirements with the exception of the following courses. The specific foundational courses in math and science below are required to support the nursing curriculum.

- Developmental Psychology (3 credits) — refer to policy NUR 2.01 for admission details
- Microbiology (3-4 credits) — refer to policy NUR 2.01 for admission details
- Anatomy & Physiology (6-8 credits)
- Statistics (3 credits)

## general education clusters

### **Cluster 1: Social Consciousness (minimum of 9 credits)**

The development of social consciousness is crucial to producing well-informed and capable citizens who can participate productively in society, with openness and awareness of others outside one's own work, with an understanding of the past in order to build a fair, opportune, and sustainable future, and with appreciation of interconnections and how local actions affect the global environment.

Elective coursework in the social consciousness category can include: History, Religion, Business, Economics, Psychology, Sociology, Political Science, Women's Studies, Anthropology, Public Policy. The following courses are required in this cluster:

- General Psychology
- Developmental Psychology

### **Cluster 2: Creative Aesthetic (minimum of 6 credits)**

The development of a creative aesthetic includes the ability to be flexible and take intellectual risks. The intrinsic value of creativity promotes skills such as problem solving, perseverance, and dedication. The ability to work with others and to both generously consider and critically examine the thoughts, goals, and values of others as well as one's own are fundamental to the creative aesthetic.

Elective coursework in the creative aesthetic cluster can include: Fine Arts, Graphic Arts, Dance, Photography, Music, Philosophy, Ethics, Literature, Classics, Creative Writing.

### **Cluster 3: Analytical Competencies (minimum of 15 credits)**

The analytical competencies foster the student's capacity for critical thinking, productive and open dialogue, and the ability to proactively solve problems and embrace the challenges of the world. These general education courses are fundamental to the foundation of the health sciences curriculum.

Elective coursework in the analytical competencies cluster can include: Biology, Chemistry, Physics, Lab Science, Natural Science, Ecology, Nutrition, Math. The following courses are required in this cluster:

- Microbiology — refer to NUR 2.01 for admission details
- Anatomy & Physiology I
- Anatomy & Physiology II
- Statistics

### **Cluster 4: Connectedness (minimum of 9 credits)**

The development of connectedness enables students to connect and integrate knowledge among the liberal arts and health sciences, in the belief that together the arts and sciences provide comprehensive insight into our world and human condition.

Elective coursework in the connectedness cluster can include: Communication, Public Speaking, Foreign Language, Medical Terminology, Computer Literacy. The following courses are required in this cluster:

- English I
- English II

### **Cluster 5: Elective (no minimum)**

A broad-spectrum of elective coursework expands liberal education. This provides a venue for the student to explore their intellectual curiosity and foster their ability to apply an array of theories and concepts which encourage the examination of multiple perspectives and ways of thinking.

Elective coursework in this cluster can include a wide variety of course credit with the following limitations:

- Maximum of 3 credits of physical education coursework can be applied to the degree
- Student orientation courses will not transfer

## general education requirements for all students

<b>All general education coursework must be completed prior to the final semester and NUR 4242</b>		
<b>REQUIRED COURSES</b>	<b>CREDITS</b>	<b>TOTAL CREDITS</b>
<b>Cluster 1: Social Consciousness</b> (minimum of 9 credits)		
<b>Elective coursework can include: History, Religion, Business, Economics, Political Science, Women's Studies, Psychology, Anthropology, Public Policy, Sociology</b>		
Psychology	3	<b>Minimum 9</b>
Human Growth & Development	3	
Cluster 1 Elective	3	
<b>Cluster 2: Creative Aesthetic</b> (minimum of 6 credits)		
<b>Elective coursework can include: Fine Arts, Graphic Arts, Dance, Photography, Music, Philosophy, Ethics, Literature, Classics, Creative Writing</b>		
Cluster 2 Elective	3	<b>Minimum 6</b>
Cluster 2 Elective	3	
<b>Cluster 3: Analytical Competencies</b> (minimum of 15 credits)		
<b>Elective coursework can include: Biology, Chemistry, Physics, Lab Science, Natural Science, Nutrition, Math, Ecology</b>		
Microbiology	4	<b>Minimum 15</b>
Anatomy & Physiology I	4	
Anatomy & Physiology II	4	
Statistics	3	
<b>Cluster 4: Connectedness</b> (minimum of 9 credits)		
<b>Elective coursework can include: Communication, Public Speaking, Medical Terminology, Computer Literacy, Foreign Language</b>		
English I	3	<b>Minimum 9</b>
English II	3	
Cluster 4 Elective	3	
<b>Cluster 5: Elective</b> (no minimum)		
credits can be from any of the four categories but must equal a total of 56 credits		
<b>Total General Education Credits</b>		<b>56</b>

## non-nursing (general education) courses (Reynolds Community College)

For specific course content summary please view on line: [http://www.reynolds.edu/get\\_started/course\\_descriptions.aspx](http://www.reynolds.edu/get_started/course_descriptions.aspx)

### **ART 100 Art Appreciation (3 credits: lecture)**

Introduces art from prehistoric times to the present day. Describes architectural styles, sculpture, photography, printmaking, and painting techniques. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **ART 101 History and Appreciation of Art I (3 credits: lecture)**

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. ART 101 and 102 may be taken out of order. Part I of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **ART 102 History and Appreciation of Art II (3 credits: lecture)**

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. ART 101 and 102 may be taken out of order. Part I of II. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **ART 106 History of Modern Art (3 credits: lecture)**

Surveys the history of modern architecture, sculpture, painting, and graphic arts in representational and nonrepresentational forms. Focuses on the periods and movements that influenced the arts of the twentieth century. Emphasizes contemporary art forms, particularly the interaction between art and society, industry, and design. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

### **ART 121 Drawing I (4 credits: lecture)**

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts, such as proportion, space, perspective and tone, and composition as applied to still life, landscape, and the figure. Uses drawing media, such as pencil, charcoal, ink wash, and color media. Includes field trips and gallery assignments as appropriate. Part I of II. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**ART 125 Introduction to Painting (3 credits: lecture)**

Introduces study of color, composition, and painting techniques. Places emphasis on experimentation and enjoyment of oil and/or acrylic paints and the fundamentals of tools and materials. This course is intended to be an art elective for students who do not plan to pursue a degree in the visual arts. Lecture 2 hours. Studio instruction 3 hours. Total 5 hours per week.

**BIO 101 General Biology I  
(4 credits: 3 credits lecture, 1 credit lab)**

Focuses on foundations in cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. Part I of a two-course sequence. Prerequisite: Completion of ENF 2 and MTE 1-3, if required by placement test. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

**BIO 102 General Biology II  
(4 credits: 3 credits lecture, 1 credit lab)**

Focuses on diversity of life, anatomy and physiology of organisms, and ecosystem organization and processes in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. Part II of a two-course sequence. Prerequisite: Satisfactory completion of BIO 101. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

**BIO 141 Human Anatomy and Physiology I  
(4 credits: 3 credits lecture, 1 credit lab)**

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part I of II. Prerequisites: (1) BIO 101 (or an equivalent) or high school biology and chemistry completed within seven years of registering for this course with a grade of C or better or a score of 75% or higher on the Test of Essential Academic Skills (TEAS) or advisor approval, and (2) completion of ENF 2, if required by placement test, or instructor/advisor approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**BIO 142 Human Anatomy and Physiology II  
(4 credits: 3 credits lecture, 1 credit lab)**

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part II of II. Prerequisite: BIO 141. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**BIO 150 Introductory Microbiology (4 credits: 3 credits lecture, 1 credit lab)**

Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Prerequisites: completion of ENF 2, if required by placement test, and completion of MTE 1-3. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 231 Human Anatomy and Physiology I  
(4 credits: 3 credits lecture, 1 credit lab)**

Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological data. Part I of II. Prerequisite: One year of college biology and one year of college chemistry or school approval. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

**BIO 232 Human Anatomy and Physiology II  
(4 credits: 3 credits lecture, 1 credit lab)**

Integrates the study of gross and microscopic anatomy with physiology, emphasizing the analysis and interpretation of physiological data. Part II of II. Prerequisites: One year of college biology and one year of college chemistry or school approval and BIO 231. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

**CST 100 Principles of Public Speaking (3 credits: lecture)**

Applies theory and principles of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

**CST 110 Introduction to Speech Communication  
(3 credits: lecture)**

Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

**CST 151 Film Appreciation I (3 credits: lecture)**

Provides students with a critical understanding of film through the discussion and viewing of motion pictures with emphasis upon the study of film history and the forms and functions of film. Students will develop skills to analyze the shared social, cultural, and historical influences of films and their contexts. Prerequisites: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

**DIT 121 Nutrition I (3 credits: lecture)**

Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism. Lecture 3 hours per week.

**ENG 111 College Composition I (3 credits: lecture)**

Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate

approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. ENG 111 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: Placement recommendation for ENG 111 or placement recommendation for co-requisites ENG 111 and ENF 3. ENG 111 is a prerequisite for ENG 112. Lecture 3 hours per week.

**ENG 112 College Composition II (3 credits: lecture)**

Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. ENG 112 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 111 or its equivalent and the ability to use word processing software; a grade of “C” or better in ENG 111 is recommended. Lecture 3 hours per week.

**ENG 210 Advanced Composition (3 credits: lecture)**

Helps students refine skills in writing non-fiction prose. Guides students in the development of individual voice and style. Introduces procedures for composing and producing alphabetic, visual, aural, and/or digital texts and for publication in an electronic environment. ENG 210 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 with a grade of “C” or better or approval by the English department head. Lecture 3 hours per week.

**ENG 241 Survey of American Literature I (3 credits: lecture)**

Examines American literary works from pre-colonial times through the mid-nineteenth century, emphasizing the ideas and characteristics of American national literature. Involves critical reading and writing. ENG 241 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 or its equivalent. ENG 241 and ENG 242 may be taken out of order. Lecture 3 hours per week.

**ENG 242 Survey of American Literature II (3 credits: lecture)**

Examines American literary works from the late-nineteenth century to the present, emphasizing the ideas and characteristics of the American national literature. Involves critical reading and writing. ENG 242 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 or its equivalent. ENG 241 and ENG 242 may be taken out of order. Lecture 3 hours per week.

**ENG 243 Survey of English (British) Literature I (3 credits: lecture)**

Examines major English (British) texts from the Anglo-Saxon period to the 18th century, emphasizing the ideas and characteristics of the British literary tradition. Involves critical reading and writing. ENG 243 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 or its equivalent. ENG 243 and ENG 244 may be taken out of order. Lecture 3 hours per week.

**ENG 244 Survey of English (British) Literature II (3 credits: lecture)**

Examines major English (British) texts from the Romantics to the contemporary period, emphasizing the critical ideas and traditions of the English (British) literary tradition. Involves critical reading and writing. ENG 244 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 or its equivalent. ENG 243 and ENG 244 may be taken out of order. Lecture 3 hours per week.

**ENG 251 Survey of World Literature I (3 credits: lecture)**

Examines major works of world literature from the ancient period to the early 17th century. Involves critical reading and writing. This course has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 or its equivalent. ENG 251 and ENG 252 may be taken out of order. Lecture 3 hours per week.

**ENG 252 Survey of World Literature II (3 credits: lecture)**

Examines major works of world literature from the 17th century to the present era. Involves critical reading and writing. This course has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. ENG 251 and ENG 252 may be taken out of order. Lecture 3 hours per week.

**ENG 253 Survey of African-American Literature I (3 credits: lecture)**

Examines selected works by African-American writers from the colonial period to the early 20th century. Involves critical reading and writing. ENG 253 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 or equivalent. ENG 253 and ENG 254 may be taken out of order. Lecture 3 hours per week.



**ENG 254 Survey of African-American Literature II (3 credits: lecture)**

Examines selected works by African-American writers from the Harlem/New Negro Renaissance to the contemporary period. Involves critical reading and writing. ENG 254 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 or its equivalent. Lecture 3 hours per week.

**ENG 273 Women in Literature I (3 credits: lecture)**

Examines literature by and about women prior to 1900. Involves critical reading and writing. ENG 273 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 or its equivalent. ENG 273 and ENG 274 may be taken out of order. Lecture 3 hours per week.

**ENG 274 Women in Literature II (3 credits: lecture)**

Examines literature by and about women from 1900 to the present. Involves critical reading and writing. ENG 274 has been designated as a “writing intensive” course according to standards developed by the English department. Prerequisite: ENG 112 or its equivalent. ENG 273 and ENG 274 may be taken out of order. Lecture 3 hours per week.

**HLT 230 Principles of Nutrition and Human Development (3 credits: lecture)**

Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control, and the nutritional needs of an individual. Lecture 3 hours per week.

**MTH 146 Introduction to Elementary Statistics (3 credits: lecture)**

Introduces the methods of statistics, including sampling from normally distributed populations, estimation, regression, testing of hypotheses, and point and interval estimation methods. Prerequisites: Placement recommendation for MTH 146 and Algebra I or equivalent. Lecture 3 hours per week.

**MTH 240 Statistics (3 credits: lecture)**

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. Prerequisite: A placement recommendation for MTH 240 and MTH 163 or MTH 166, MTH 170, or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week.

**MUS 121 Music Appreciation I (3 credits: lecture)**

Increases the variety and depth of the student’s interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth-century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student’s awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

**PHI 220 Ethics (3 credits: lecture)**

Provides a systematic study of representative ethical systems. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

**PHT 164 Introduction to Digital Photography (3 credits: lecture)**

Teaches the fundamentals of photography, including camera function and image production as they apply to digital imagery. Shooting assignments develop technical and visual skills with the camera, including composition and the use of light. Basic skills required for making black and white and color inkjet prints are taught in a digital lab using Adobe Photoshop. Prerequisites: Students taking this course should be comfortable working at a computer, be familiar with negotiating program menus, and know how files are saved and stored. A camera with manually adjustable aperture and shutter is required. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

**PSY 200 Principles of Psychology (3 credits: lecture)**

Surveys the basic concepts of psychology. Covers the scientific study of behavior and mental processes, research methods and measurement, theoretical perspectives, and application. Includes biological bases of behavior, learning, social interactions, memory, and personality; and other topics, such as sensation, perception, consciousness, thinking, intelligence, language, motivation, emotion, health, development, psychological disorders, and therapy. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

**PSY 230 Developmental Psychology (3 credits: lecture)**

Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person’s physical, cognitive, and psycho-social growth. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

**REL 231 Religions of the World I (3 credits: lecture)**

Introduces students to the religions of the world with attention to origin, history, and doctrine. Focuses on the development of systems of faith in various human cultures, with a concentration on Eastern religions. Introduces the academic study of religion, issues of faith, and specific world religions. Examines the historical evolution, the fundamental doctrines and beliefs, and the practices, institutions, and cultural expressions of these religious traditions. Also deals with some of the essential differences and similarities that exist among each religious tradition, and points to the uniqueness of each of them. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

**REL 232 Religions of the World II (3 credits: lecture)**

Introduces students to the religions of the world with attention to origin, history, and doctrine. Focuses on the development of systems of faith in various human cultures, with a concentration on the rise of the monotheistic faiths and the distinction between primal or “oral” religions and “historical” religions. Introduces the academic study of religion, issues of faith, and specific world religions. Examines the historical evolution, the fundamental doctrines and beliefs, and the practices, institutions, and cultural expressions of these religious traditions. Also deals with some of the essential differences and similarities that exist among each religious tradition and points to the uniqueness of each of them. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

**REL 240 Religions in America (3 credits: lecture)**

Surveys various manifestations of religion in the American experience. Emphasizes concepts, problems, and issues of religious pluralism and character of American religious life. Examines the role of religion in America with particular emphasis on religion in contemporary America. Includes the history, beliefs, and practices of the world’s major religions in America, as well as an examination of new religious developments. Examines the relationship between American religion and American identity, the rise of civil and cultural religion, and the role of religion in public policy and American culture. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

**REL 255 Selected Problems and Issues in Religion: Christianity in Film (3 credits: lecture)**

Examines selected problems and issues of current interest in religion. Investigates how the Western film industry has depicted Christianity, the Bible, and the critical themes of Christian thought. Prerequisite: Placement in ENG 111 or placement in Co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

**SOC 200 Principles of Sociology (3 credits: lecture)**

Introduces fundamentals of social life. Presents significant research and theory in areas, such as culture, social structure, socialization, deviance, social stratification, and social institutions. Prerequisite: Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Lecture 3 hours per week.

## pre-licensure BSN prerequisite and corequisite courses for students admitted **prior to fall 2016**

The curriculum is eight (8) semesters in length and requires 124 credit hours, 68 credits in nursing courses and 56 credits in general education courses.

The required pre-licensure BSN courses having prerequisites/corequisites are as outlined in the following table:

PREREQUISITE(S)	BSMCN PRE-LICENSURE NURSING COURSES	COREQUISITE
English Composition I & II Introduction to Psychology Developmental Psychology Biology I & II Introduction to Sociology  +9 additional credits of remaining required General Education Courses	NUR 1100 NUR 2101	Anatomy & Physiology I Nutrition Microbiology
All courses noted above <b>plus</b> Anatomy & Physiology I Nutrition Microbiology NUR 1100, 2101	NUR 2102 NUR 2103	Anatomy & Physiology II Ethics Statistics* Fine Art elective* Literature elective* Religion elective*
All courses noted above <b>plus</b> Anatomy & Physiology II Ethics NUR 2102, 2103 Statistics* Fine Art elective* Literature elective* Communication elective* Religion elective*	<b>JUNIOR YEAR, SEMESTER 1</b> NUR 3104, 3111, 3111P, 3113 3121 PHR 3101	The courses noted in each of the semesters represented in the middle column must all be completed before progressing to the next semester of nursing courses.
NUR 3104, 3111, 3111P, 3113 3121 PHR 3101	<b>JUNIOR YEAR, SEMESTER 2</b> NUR 3112, 3112P, 3114, 3114P 3140 PHR 3102	NUR 3111 and NUR 3112 must be taken with the associated PHR 3101 and PHR 3102 course  NUR 3104 must be taken with or prior to NUR 3111P
NUR 3112, 3112P, 3114, 3114P 3140 PHR 3102	<b>SENIOR YEAR, SEMESTER 1</b> NUR 4111, 4111P, 4113, 4114, 4115, 4115P, 4122	All practica must be taken with or after the associated didactic course
NUR 4111, 4111P, 4113, 4114, 4115, 4115P, 4122	<b>SENIOR YEAR, SEMESTER 2</b> NUR 4142, 4143, 4144, 4145	
Nursing Elective		
	NUR 3133	NUR 2102, NUR 2103

\*Courses noted with an asterisk (\*) may be taken prior to beginning Junior Year, Semester 1 courses (3000 level nursing courses).

# pre-licensure BSN prerequisite and corequisite courses for students admitted **fall 2016**

The required prerequisites/co-requisites for pre-licensure BSN courses for students admitted beginning Fall 2016 are as outlined in the following table:

<b>SOPHOMORE SEMESTER I</b>	<b>PREREQUISITE</b>	<b>COREQUISITE</b>
NUR 1101: Orientation Course	Admission	None
NUR 2100: Foundations of Nursing Scholarship	Admission	None
NUR 2101: Professional Nursing Concepts	Admission	Anatomy & Physiology I
<b>SOPHOMORE SEMESTER II</b>	<b>PREREQUISITE</b>	<b>COREQUISITE</b>
NUR 2102: Lifespan Health Assessment and Clinical Prevention	NUR 101 NUR 2100 NUR 2101 Anatomy & Physiology I Microbiology	Anatomy & Physiology II
NUR 2103P: Competencies for Nursing Practice I		
<b>JUNIOR SEMESTER I</b>	<b>PREREQUISITE</b>	<b>COREQUISITE</b>
PHR 3101: Pathopharmacology I	NUR 2102 NUR 2103P All general education requirement except statistics	PHR 3101 & NUR 3111 must be taken together
NUR 3111: Adult Nursing Science I		
NUR 3111P: Adult Nursing Science I Practicum**		NUR 3104P**
NUR 3104P: Competencies for Nursing Practice II		None
NUR 3116: Population & Global Health	NUR 2102 NUR 2103P All general education	None
<b>JUNIOR SEMESTER II</b>	<b>PREREQUISITE</b>	<b>COREQUISITE</b>
PHR 3102: Pathopharmacology II	PHR 3101 NUR 3111 NUR 3111P NUR 3104P All general education requirements	PHR 3102 & NUR 3112 must be taken together
NUR 3112: Adult Nursing Science II		
NUR 3112P: Adult Nursing Science II Practicum**		**
NUR 3118: Mental Health & Mental Illness Nursing		**
NUR 3118P: Mental Health & Mental Illness Nursing Practicum **		
NUR 3142: Leadership and Business of Healthcare	NUR 2102 NUR 2103 NUR 3111P All general education	None
<b>SENIOR SEMESTER I</b>	<b>PREREQUISITE</b>	<b>COREQUISITE</b>
NUR 4118: Nursing Care of Families	PHR 3102 NUR 3112 NUR 3112P	None
NUR 4118P: Nursing Care of Families Practicum**		**
NUR 4113: Gerontological Concepts & Issues		None
NUR 4122: Nursing Research	NUR 3111P Statistics	None
NUR 4116P: Population & Global Health Practicum	NUR 3116 Varies based on experience	None
<b>SENIOR SEMESTER II</b>	<b>PREREQUISITE</b>	<b>COREQUISITE</b>
NUR 4140: Synthesis for Nursing Practice	All nursing courses except: NUR 4116P Nursing Elective	None
NUR 4143P: Clinical Immersion		None
NUR 4145: NCLEX Review		Must be taken in last semester
Nursing Elective	Varies based on course	None

\*\*All practica must be taken with or after associated didactic course.

## pre-licensure nursing course descriptions

### **NUR 1100/2100 (Beginning Fall 2016) — Foundations of Nursing Scholarship (2 credits: lecture)**

This course introduces the student to a variety of foundational aspects central to the profession of nursing. Students will examine the history of nursing as well as a variety of philosophies and theories of nursing. Principles of Servant Leadership and the framework of the Catholic Healthcare Ministry will be explored. Students will be introduced to evidence-based practice as a critical element of lifelong learning and nursing practice. Students in this course will have the opportunity to participate with a community partner in a service learning activity that will complement the course objectives. This course is taught in both face-to-face and hybrid format.

### **NUR 1101 Orientation Course (1 credit: didactic)**

This course serves to introduce the students to the skills that are essential to achieve their academic goals. It offers an opportunity for the student to engage in learning activities aimed at enhancing academic success through the knowledge of college resources and the development of academic success strategies. This course will assist students in connecting concepts and theories that relate to the role of the student nurse.

### **NUR 2101 Professional Nursing Concepts (3 credits: lecture)**

This course introduces the student to the basic concepts of patient-centered care, safety, health, communication, education, basic physical and psychosocial needs, critical thinking, nursing process, interprofessional collaboration and conflict resolution. At completion of the course students will be able to apply the principles learned and generate a plan of care using the nursing process.

### **NUR 2102 Lifespan Health Assessment and Clinical Prevention (4 credits: 3 credits lecture, 1 credit lab)**

This course builds upon the foundational nursing and liberal education in the sciences and the arts to apply the knowledge, skills, and attitudes of health assessment and clinical prevention to nursing practice. The student will identify health assessment and clinical prevention as foundational to safe, quality, ethical, legal, moral, and professional nursing care. Through a body systems approach, the student nurse will discover a means to collect and interpret data that includes the holistic view, genetics and genomics, and common laboratory and diagnostic tests to formulate clinical judgment and nursing diagnosis about the individual's health state, response to actual or potential problems, life processes, or higher levels of wellness. The nursing student will apply principles from Healthy People 2020, Agency for Healthcare Research and Quality (AHRQ) Clinical Preventive Guidelines, and other national standards to promote primary, secondary, and tertiary prevention. The student will appreciate self-care as

foundational to servant leadership and will utilize caring theory in their approach to health assessment and clinical prevention.

### **NUR 2103/NUR 2103P (Beginning Fall 2016) Competencies for Nursing Practice I (2 credits: 1 credit lab, 1 credit practicum)**

This course facilitates performance of basic nursing skills in the laboratory and clinical settings. Students will focus on the psychomotor performance based on basic professional nursing skills such as hand washing, client hygiene, wound care, preparation and maintenance of a sterile field, nutritional assessment and management, assessment and modes of maintaining adequate oxygenation, and medication administration.

### **NUR 3104/NUR 3104P (Beginning Fall 2016) Competencies for Nursing Practice II (2 credits: 1 credit lab, 1 credit practicum)**

This course facilitates performance of nursing skills in the laboratory and clinical settings. Students will focus on the psychomotor performance based on foundational nursing knowledge, skills, and attitudes. Students will learn intermediate and advanced nursing skills such as venipuncture, IV therapy, Patient Controlled Analgesia (PCA), Total Parenteral Nutrition (TPN), Central Venous Access Devices (CVAD), airways and suctioning, mechanical ventilation, blood transfusions, electrocardiogram (EKG) and telemetry, chest tubes (CT), peritoneal dialysis (PD), pre- and post-op care, and end of life care.

### **NUR 3111 Adult Nursing Science I (3 credits: lecture)**

This course introduces the students to patient-centered care across the healthcare continuum with an emphasis on clinical prevention, health promotion, health restoration, and health maintenance of adults. This course will focus on alterations in homeostasis secondary to fluid and electrolyte imbalance, ventilation and oxygen transport problems, perfusion compromise, genitourinary dysfunction, and endocrine disorders. Adult Nursing Science I will draw on knowledge gained in liberal education and will be aligned with Pathopharmacology I and Adult Nursing Science I Practicum for application of knowledge, skills, and attitudes learned during the course.

### **NUR 3111P Adult Nursing Science I Practicum (3 credits: practicum)**

This course allows students to apply knowledge, skills, and attitudes regarding the holistic care of adults across the healthcare continuum. Students have the opportunity to provide nursing care to clients with common acute and chronic health problems in primary, secondary, and tertiary settings. This practicum is aligned with Adult Nursing Science I and Pathopharmacology I.

### **NUR 3112 Adult Nursing Science II (3 credits: lecture)**

This course continues to emphasize patient-centered care across the healthcare continuum with an emphasis on clinical prevention, health promotion, health restoration, and health maintenance of adults. This course will focus on alterations in homeostasis secondary to care of the perioperative client, in addition, to the client with altered immune disorders,

gastrointestinal disorders, movement and coordination disorders, and multisystem organ dysfunction. Adult Nursing Science II will draw on knowledge gained in liberal education and previous nursing courses. This course is aligned with Pathopharmacology II and Adult Nursing Science II Practicum for application of knowledge, skills, and attitudes learned during the course.

**NUR 3112P Adult Nursing Science II Practicum  
(3 credits: practicum)**

This course allows students to continue to build the knowledge, skills, and attitudes regarding the essential holistic care of adults across the healthcare continuum. Students have the opportunity to provide nursing care to clients with common acute and chronic health problems in primary, secondary, and tertiary settings. This practicum is closely aligned with Adult Nursing Science II and Pathopharmacology II.

**NUR 3113 Vulnerable Populations and Global Health  
(2 credits: lecture)**

This course examines various vulnerable populations in order to develop the ability of students to deliver culturally competent nursing care. Using a global perspective, students will analyze health disparities, community emergencies and common health issues facing diverse populations. Students will embody values of servant leadership and professionalism when engaging in service learning with a vulnerable population. Students in this course will have the opportunity to participate with a community partner in a service learning activity that will complement the course objectives.

**NUR 3114/NUR 3118 (Beginning Fall 2016) Mental Health and Mental Illness Nursing (2 credits: lecture)**

This course focuses on nursing responses to mental health and illness phenomena in individuals, families, and groups. Students assess and apply evidence-based nursing practice at the primary, secondary, and tertiary preventative levels of care. Emphasis is placed on the holistic application of biopsychosocial, behavioral, and communication theories. The nursing process guides nursing care, with emphasis on a collaborative, interprofessional, client-centered approach.

**NUR 3114P/NUR 3118P (Beginning Fall 2016)  
Mental Health and Mental Illness Nursing Practicum  
(2 credits: practicum)**

This course focuses on the practice of therapeutic communication and evidence-based practice in the care of clients with mental health and mental illness concerns at primary, secondary, and tertiary preventative levels of care. Emphasis is placed on the holistic application of biopsychosocial, behavioral, and communication theories. The nursing process guides nursing care, with emphasis on a collaborative, interprofessional, and client-centered approach. Students will perform psychosocial assessments,

lead therapeutic groups, provide mental health education, and provide direct care to mentally ill clients. Students will participate and reflect on a service learning activity.

**NUR 3116 Population and Global Health  
(3 credits: didactic)**

This course examines various populations in order to develop the ability of students to deliver culturally competent nursing care. Using a global perspective, students will analyze health disparities, community emergencies and common health issues facing diverse populations. Students will have the opportunity to explore the impact of nursing on population health to improve health outcomes. Students will embody values of servant leadership and professionalism when engaging in service learning with a vulnerable population.

**NUR 3121 Nursing Informatics (2 credits: lecture)**

This course provides the baccalaureate nurse generalist student with an understanding of the fundamental use of information and technology within the healthcare system. The QSEN competency of informatics is highlighted. The student will be expected to synthesize information generated by a wide range of computer applications in the knowledge necessary for clinical decision making in the safe and effective care of their patients.

**NUR 3133 Global Outreach for Mission Trip  
(2 credits: lecture)**

This course provides an opportunity for reflection on and development of the knowledge, skills, and attitudes appropriate for the delivery of culturally competent nursing care for individuals, families, groups, communities and organizations. The student will develop a self-awareness of his/her own values and beliefs and will analyze major concerns and issues encountered by nurses in diverse populations. This course is based upon concepts of service learning, which is a way in which the student can develop his/her own sense of civic responsibility and help create a better world by acting locally or globally to solve social problems. This course is designed for the student who is self-motivated and interested in the topic of culturally competent nursing.

**NUR 3140 Professional Role Development:  
Contemporary Issues (2 credits: lecture)**

This course presents the broad context of healthcare policy, finance, regulation, law, ethics, quality improvement, interprofessional collaboration, and the multiple roles of the baccalaureate nurse generalist. There will be an emphasis on the scope and standards of nursing practice within the local, state, and national health care systems. The knowledge, skills, and attitudes attained from a liberal education and the prerequisite nursing courses will serve as a foundation for in depth discussions of these subjects.

**NUR 3142 Leadership and Business of Healthcare  
(3 credits: didactic)**

This course presents the broad context of healthcare policy, finance, regulation and law; advocacy, and social justice; quality improvement and safety; inter-professional collaboration and leadership. Students will explore concepts of service excellence with an emphasis on the scope and standards of nursing practice within the local, state, and national health care systems and how the professional nurse can effect change.

**NUR 4111 Nursing Care of Women and Childbearing Families (2 credits: lecture)**

This course introduces women's health issues and the concept of family-centered nursing care to promote positive outcomes for culturally diverse women and childbearing families. Emphasis is placed on the educational and health care needs of the family as it experiences the birth process. This course will draw on knowledge gained through liberal education and prerequisite courses. In addition, the course is aligned with Nursing Care of Women and Childbearing Families Practicum (NUR 4111P) for the application of knowledge, skills and attitudes learned during the didactic course.

**NUR 4111P Nursing Care of Women and Childbearing Families Practicum (2 credits: practicum)**

This course focuses on clinical experience of direct care of women and childbearing families in a health care facility or health care organization that will provide the student with optimal clinical experiences. This course will draw on knowledge gained through liberal education and prerequisite courses. In addition, the course is aligned with Nursing Care of Women and Childbearing Families (NUR 4111) for the acquisition of knowledge, skills and attitudes needed to provide safe, quality nursing care. The student will apply evidence-based concepts in women's health and in holistic family-centered nursing care to promote positive outcomes for culturally diverse women and childbearing families. The nursing process guides nursing care, with an emphasis on using a collaborative, client-centered approach. In addition, emphasis is placed on the educational and health care needs of the family as it experiences the birth process.

**NUR 4113 Gerontological Concepts and Issues  
(2 credits: lecture)**

This course promotes students' examination of successful aging across a continuum that will facilitate their appreciation of how aging has changed through history and is currently perceived and experienced across global cultures. The course focuses on consideration of students' and global societal values and attitudes relating to aging; and, how such values and attitudes of older people themselves, family members, interprofessional care providers, and society influence the quality of care that older adults desire and actually receive.

**NUR 4114 Metaphysical Nursing (2 credits: lecture)**

This course invites the student to explore the concept of self-care in order to inspire and inform compassionate and competent nursing practice. Within this course, the student investigates global caring-healing practices for integrative health while applying theories of knowing, caring, and holism. The student considers methods to support lifelong learning about integrative health and patient-centered care. Metaphysical Nursing builds on life experiences, a broad liberal education, foundational nursing education, and the Bon Secours values.

**NUR 4115 Nursing Care of Children and Families  
(3 credits: lecture)**

This course introduces students to the developmental, psychosocial, health promotion, and physiologic needs of children. Emphasis is placed on the care of children within the context of family. The course is aligned with Nursing Care of Children and Families Practicum (N4115P) for the application of knowledge, skills and attitudes during the didactic course.

**NUR 4115P Nursing Care of Children and Families Practicum (2 credits: practicum)**

This course introduces students to the developmental, psychosocial, health promotion, and physiological needs of children. Emphasis is placed on the holistic care of children within the context of family. Opportunities are provided in a variety of pediatric healthcare and community settings.

**NUR 4116P Population and Global Health Practicum  
(1 credit: practicum)**

This course allows students to apply the knowledge, skills, and attitudes needed to provide culturally competent nursing care for individuals, families, and communities. This course is based upon service learning that incorporates the concepts of civic responsibility and servant leadership through acting locally, nationally, or internationally to explore social problems. The experience builds on the material presented in Population and Global Health (NUR3116). Students in this course will complete 45 practicum hours in a community setting based on an area and/or population of interest to them.

**NUR 4118 Nursing Care of Families (4 credits: didactic)**

This course introduces the concept of family centered nursing care to promote positive outcomes for culturally diverse families. Emphasis is placed on the healthcare needs of the family from pregnancy and the birth process through infancy, childhood, and adolescence. This course promotes the holistic care of the family unit and aligns with the Nursing Care of Families Practicum (NUR 4118P).

**NUR 4118P Nursing Care of Families Practicum (3 credits: practicum)**

This course allows students to apply the knowledge, skills, and attitudes to the holistic care of families. Emphasis is placed on the healthcare needs of the family from pregnancy and the birth process through infancy, childhood, and adolescence. Students will have the opportunity to provide nursing care to families in primary, secondary, and tertiary settings. This practicum aligns with Nursing Care of Families (NUR 4118).

**NUR 4122 Nursing Research (3 credits: lecture)**

This course provides foundational knowledge of nursing research and application of evidence-based practice. Students will acquire skills related to reading and critiquing both qualitative and quantitative research and completing a comprehensive literature review. This course is taught in both face-to-face and hybrid format.

**NUR 4140 Synthesis for Nursing Practice (3 credits: didactic and 2 credits practicum)**

This course uses a systematic and comprehensive approach to provide a framework for transition to the baccalaureate nurse generalist role. Students will synthesize nursing theory and healthcare concepts by building upon knowledge, skills and attitudes gained in previous nursing courses and clinical experiences. The course focuses on critical thinking and clinical judgment and encompasses aspects of population health, service excellence, healthcare reform, leadership, and delegation. In the practicum portion of this course, students have an opportunity to collaborate with a mentor to design an evidence-based change project incorporating population health, service excellence, and/or leadership in nursing to address a real-world issue. The course is comprised of 3 credits didactic and 2 credits practicum.

**NUR 4142 Synthesis of Nursing Practice (3 credits: lecture)**

This course uses a systematic and comprehensive approach to provide a framework for transition to the baccalaureate nurse generalist role. Students synthesize nursing theory and healthcare concepts by building upon knowledge, skills, and attitudes gained in previous nursing courses and clinical experience.

**NUR 4143/NUR 4143P (Beginning Fall 2016) Clinical Immersion (5 credits: practicum)**

This course supports knowledge application, professional role development, skill refinement, and transition to practice through precepted experiences. Clinical Immersion allows students to integrate previous learning and solidify the knowledge, skills, and attitudes essential for the baccalaureate nurse generalist as they prepare to assume their roles as professional nurses.

**NUR 4144 Contemporary Role Development: Servant Leadership (2 credits: lecture)**

This course provides an overview of leadership styles with an emphasis on servant leadership. Students explore their own leadership capabilities and explore servant leadership within the Bon Secours Health System. This course builds upon Professional Role Development: Contemporary Issues and previous nursing courses through advanced discussions of leadership, management, delegation, accountability, career management, and lifelong learning. Students in this course will have the opportunity to participate with a community partner in a service learning activity that will complement the course objectives.

**NUR 4145 NCLEX Review (2 credits: lecture)**

This course prepares the student with the tools to successfully pass the NCLEX-RN examination. Students will complete a pretest, review the material, and complete a post test on the summative information from all aspects of nursing expected of the baccalaureate nurse generalist. This course is based on the NCLEX blueprint regarding the safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity.

**PHR 3101 Pathopharmacology I (3 credits: lecture)**

This course examines pathophysiological concepts and pharmacotherapeutics as related to the disruption of homeostasis in the human body. Building on knowledge of anatomy and physiology, this course explores disease processes and pharmacological interventions within the following body systems: autonomic nervous, respiratory, cardiovascular, genitourinary, and endocrine. Pathopharmacology I is designed for the baccalaureate nurse generalist student and is closely aligned with Adult Nursing Science I.

**PHR 3102 Pathopharmacology II (3 credits: lecture)**

This course examines pathophysiological concepts and pharmacotherapeutics as related to the disruption of homeostasis in the human body. Building on knowledge from prerequisite courses, this course explores disease processes and pharmacological interventions as related to the following topics: inflammation, pain, and fever; immune system; gastrointestinal system; musculoskeletal system; nervous system; mental health; multisystem dysfunction; and end of life. Pathopharmacology II is designed for the baccalaureate nurse generalist student and is closely aligned with Adult Nursing Science II.

\* In accordance with §54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned.



# pre-licensure BSN sample curriculum plan for students admitted prior to fall 2016

## PRIOR TO ADMISSION GENERAL EDUCATION REQUIREMENTS CREDITS

Completion of a minimum 32 general education credits toward the BSN degree which must include:

- English I (3 credits)
- English II (3 credits)
- Biology I (4 credits)
- Biology II (4 credits)
- Developmental Psychology (3 credits)
- Introduction to Psychology (3 credits)
- Introduction to Sociology (3 credits)
- + 9 General Education credits listed in "Remaining General Education Requirements"

**Total Credits 32**

## SOPHOMORE YEAR - SEMESTER 1 CREDITS

General Education Credits	0-13
NUR 1100 Foundations of Nursing Scholarship*	2
NUR 2101 Professional Nursing Concepts*	3

\*Students must start sequence of nursing courses upon admission

**Total Credits ≤18**

## JUNIOR YEAR - SEMESTER 1 CREDITS

NUR 3111 Adult Nursing Science I	3
NUR 3111P Adult Nursing Science I Practicum	3
PHR 3101 Pathopharmacology I	3
NUR 3121 Nursing Informatics	2
NUR 3113 Vulnerable Populations and Global Health	2
NUR 3104 Competencies for Nursing Practice II	2

**Total Credits 15**

## SENIOR YEAR - SEMESTER 1 CREDITS

NUR 4111 Nursing Care of Women and Childbearing Families	2
NUR 4111P Nursing Care of Women and Childbearing Families Practicum	2
NUR 4115 Nursing Care of Children and Families	2
NUR 4115P Nursing Care of Children and Families Practicum	2
NUR 4113 Gerontological Concepts and Issues	2
NUR 4114 Metaphysical Nursing	2
NUR 4122 Nursing Research	3

**Total Credits 15**

## TOTAL CREDITS NEEDED TO GRADUATE 124

## REMAINING GENERAL EDUCATION REQUIREMENTS CREDITS

(See NUR 3.01 – Pre-Req/Co-Req Policy)

- Anatomy & Physiology I (4 credits)
- Anatomy & Physiology II (4 credits)
- Nutrition (3 credits)
- Microbiology (4 credits)
- Ethics (3 credits)
- Statistics (3 credits)
- Fine Art elective (3 credits)
- Literature elective (3 credits)
- Religion elective (3 credits)
- Communication elective (3 credits)

**Total Credits 24**

## SOPHOMORE YEAR - SEMESTER 2 CREDITS

General Education Credits	0-12
NUR 2102 Lifespan Health Assessment and Clinical Prevention	4
NUR 2103 Competencies for Nursing Practice I	2

**Total Credits ≤18**

## JUNIOR YEAR - SEMESTER 2 CREDITS

NUR 3112 Adult Nursing Science II	3
NUR 3112P Adult Nursing Science II Practicum	3
PHR 3102 Pathopharmacology II	3
NUR 3114 Mental Health and Mental Illness Nursing	2
NUR 3114P Mental Health and Mental Illness Nursing Practicum	2
NUR 3140 Professional Role Development: Contemporary Issues	2

**Total Credits 15**

## SENIOR YEAR - SEMESTER 2 CREDITS

NUR 4142 Synthesis for Nursing Practice	3
NUR 4143 Clinical Immersion	5
NUR 4144 Professional Role Development: Servant Leadership	2
NUR 4145 NCLEX Review	2

**Total Credits 12**

All general education courses must be taken prior to beginning 3000 level courses.  
\* Courses can be taken in the Freshman or Sophomore year.

# pre-licensure BSN sample curriculum plan for students admitted fall 2016

Prior to Admission General Education Requirements		
<p><b>No Prior Bachelor's Degree:</b> Completion of General Psychology, Developmental Psychology, Biology I* and Biology II* (required if Microbiology is not taken prior to entry), English I, English II plus additional credits from list below to total a minimum of 32 of the 56 general education credits required.</p> <p><b>Hold a Bachelors Degree:</b> Completion of Developmental Psychology, Biology I* and Biology II* (if Microbiology is not taken prior to entry). Once admitted: completion of Anatomy &amp; Physiology I &amp; II, Microbiology and Statistics unless already taken.</p>		
CLUSTER	GENERAL EDUCATION COURSE	CREDITS
Cluster 1: Social Consciousness (9)	General Psychology (3 credits)	3
	Developmental Psychology (3 credits)	3
	Cluster 1 Elective (3 credits)	3
Cluster 2: Creative Aesthetic (6)	Cluster 2 Elective (6 credits)	6
Cluster 3: Analytical Competencies (15)	Biology I (3–4 credits)* required if Microbiology in not taken prior to entry	4
	Biology II (3–4 credits)* required if Microbiology in not taken prior to entry	4
	Microbiology (3–4 credits)	4
	Anatomy & Physiology I (3–4 credits)	4
	Anatomy & Physiology II (3–4 credits)	4
	Statistics (3 credits)	3
Cluster 4: Connectedness (9)	English I (3 credits)	3
	English II (3 credits)	3
	Cluster 4 Elective (3 credits)	3
Cluster 5: Elective (no minimum)	Cluster 5 Elective (0–9 credits)	9
<b>Total General Education Credits Required</b>		<b>56</b>

PRE-LICENSURE BSN CURRICULUM PLAN – STARTING FALL 2016 ADMISSION			
SOPHOMORE YEAR, Semester 1	Credits	SOPHOMORE YEAR, Semester 2	Credits
Required General Education Credits	0–12	Required General Education Credits	0–12
NUR 1101 Orientation to BSMCON*	1	NUR 2102 Lifespan Health Assessment & Clinical Prevention	4
NUR 2100 Foundations of Nursing Scholarship**	2	NUR 2103P Competencies for Nursing Practice I	2
NUR 2101 Professional Nursing Concepts*	3	<i>**Students must start sequence of nursing courses upon admission</i>	
<b>Total Credits</b>	<b>≤18</b>	<b>Total Credits</b>	<b>≤18</b>
JUNIOR YEAR, Semester 1	Credits	JUNIOR YEAR, Semester 2	Credits
NUR 3111 Adult Nursing Science I	3	NUR 3112 Adult Nursing Science II	3
NUR 3111P Adult Nursing Science I Practicum	3	NUR 3112P Adult Nursing Science II Practicum	3
PHR 3101 Pathopharmacology I	3	PHR 3102 Pathopharmacology II	3
NUR 3116 Population & Global Health	3	NUR 3118 Mental Health & Mental Illness Nursing	2
NUR 3104P Competencies for Nursing Practice II	2	NUR 3118P Mental Health & Mental Illness Nursing	1
		NUR 3142 Leadership and Business of Healthcare	3
<b>Total Credits</b>	<b>14</b>	<b>Total Credits</b>	<b>15</b>
SENIOR YEAR, Semester 1	Credits	SENIOR YEAR, Semester 2	Credits
NUR 4118 Nursing Care of Families	4	NUR 4140 Synthesis for Nursing Practice	5
NUR 4118P Nursing Care of Families Practicum	3	NUR 4143P Clinical Immersion	5
NUR 4113 Gerontological Concepts & Issues	2	NUR 4145 NCLEX Review	2
NUR 4122 Nursing Research	3	NUR Elective Choice	2
NUR 4116P Population and Global Health Practicum	1		
<b>Total Credits</b>	<b>13</b>	<b>Total Credits</b>	<b>14</b>
<b>Total General Education Credits Required</b>			<b>124</b>

## post-licensure – RN-BSN (distance education)

The RN-BSN program is offered via distance education. All courses are fully online and asynchronous through Blackboard Learning Management System format. The program can be completed in as few as three semesters and requires 124 credit hours to complete. Students are awarded academic credit for previous learning in an associate degree or diploma in nursing program, culminating in successful completion of the NCLEX-RN Exam. Upon successful completion of NUR 3205, 35 credits are awarded for prior nursing knowledge. Upon completion of the program, a Bachelor of Science in Nursing (BSN) is awarded.

The RN-BSN program courses are taught online within a 15 week semester, as well as a 10 week summer session, a total of 41 credits of general education courses must be completed prior to admission into the RN-BSN program.

The required prerequisites/co-requisites for post-licensure RN-BSN courses for students are as outlined in the following table.

## post-licensure RN-BSN prerequisite and corequisite courses

RN-BSN PROGRAM COURSES	PREREQUISITE	COREQUISITE
NUR 3205: Advancing Nursing Practice	Admission	None
NUR 3208: Orientation to Online Learning	Admission	None
NUR 3206: Quality and Safety in Nursing Practice I	Admission	None
NUR 3207: Quality and Safety in Nursing Practice II	Admission	None
NUR 3240: Transition to Baccalaureate Nursing	Admission	None
NUR 4215: Vulnerable Populations and Global Health	NUR 3208 NUR 3240 NUR 3205	None
NUR 4215P: Vulnerable Populations and Global Health Practicum	NUR 3208 NUR 3240 NUR 3205	NUR 4215
NUR 4222: Nursing Research	NUR 3208 NUR 3240 Statistics	None
NUR 4240: Business of Health Care in Complex Systems	NUR 3208 NUR 3240	None
NUR 4241: Servant Leadership	NUR 3208 NUR 3240	None
NUR 4242: Synthesis of Nursing Practice	All General Education Requirements	*Course must be taken in last semester of RN-BSN curriculum
Nursing Elective	NUR 3208 NUR 3240	None

## post-licensure RN-BSN sample curriculum plan

FULL-TIME	CREDITS	TOTAL CREDITS
<b>Transfer of General Education</b>	41	<b>41</b>
<b>Semester 1</b>		
NUR 3208 Orientation to Online Learning	1	<b>12</b>
NUR 3240 Transition to Baccalaureate Nursing	3	
NUR 3206 Quality and Safety in Nursing Practice I	2	
General Education credits	6	
<b>Semester 2</b>		
NUR 3205 Advancing Nursing Practice	4	<b>12</b>
NUR 3207 Quality and Safety in Nursing Practice II	2	
General Education credits	6	
<b>NUR 3201 Validation of Requisite Nursing Knowledge</b> (after successful completion of NUR 3205)	35	<b>35</b>
<b>Semester 3</b>		
General Education credits	3	<b>12</b>
NUR 4215 Vulnerable Populations and Global Health	4	
NUR 4222 Nursing Research	3	
NUR Nursing Elective	2	
<b>Semester 4</b>		
NUR 4240 Business of Health Care in Complex Systems	4	<b>12</b>
NUR 4242 Synthesis of Nursing Practice	3	
NUR 4241 Servant Leadership	4	
NUR 4215P Vulnerable Populations and Global Health Practicum	1	
Total Nursing Credits		68
<b>Total Program Credits</b>		<b>124</b>

## post-licensure RN-BSN track (online) nursing course descriptions

### **NUR 3205 Advancing Nursing Practice (4 credits: lecture)**

This course expands the registered nurse's knowledge and skills in health, health assessment, psychomotor skills, genetics and genomics, and pharmacology across the lifespan to enhance clinical reasoning and clinical judgment skills. The course will also cover relevant new concepts including geriatric syndromes, palliative and end-of-life care, and complementary and alternative therapies. The student will incorporate clinical reasoning and clinical judgment to transition into a designer/manager/coordinator of cutting edge current nursing care. Successful completion of this course will award the student an additional 35 credits for previous accredited nursing education.

### **NUR 3206 Quality and Safety in Nursing Practice I (2 credits: lecture)**

This course focuses on the development of core Quality and Safety in Nursing Education (QSEN) competencies. Designing safe, quality care and promoting patient outcomes are the primary focus. The QSEN competencies of safety, teamwork and collaboration, and informatics are detailed.

### **NUR 3207 Quality and Safety in Nursing Practice II (2 credits: lecture)**

This course focuses on the development of core Quality and Safety in Nursing Education (QSEN) competencies. Designing safe, quality care and promoting patient outcomes are the primary focus. The QSEN competencies of quality improvement, patient centered care and evidence based practice are detailed.

**NUR 3208 Orientation to Online Learning  
(1 credit: lecture)**

This course serves to orient the online student with the offices and services available at Bon Secours while introducing the technologies available and expectations of online students. Students can expect to learn academic and behavioral expectations, APA format, course delivery tools and methodology, communication tools, netiquette, e-library, while providing a foundation for the success of the student in online education.

**NUR 3240 Transition to Baccalaureate Nursing  
(3 credits: lecture)**

This course facilitates the initial evolution of the registered nurse's knowledge, skills, and attitudes to professional advancement in baccalaureate education. This course builds on the registered nurse's previous experience and education to emphasize professionalism, scholarship, worldviews of nursing, lifelong learning, as well, as the Bon Secours values, Catholic health ministry, caring theory, and servant leadership.

**NUR 4215 Vulnerable Populations  
and Global Health (4 credits: lecture)**

This course synthesizes the concepts of clinical prevention, global and transcultural health through theoretical frameworks, analysis of health policies, determinants and practices within inter-professional constructs. The student will utilize knowledge from previous courses for the purpose of optimizing the wellness of communities under the umbrella of social justice, compassion, stewardship, growth, professional values and servant leadership.

**NUR 4215P Vulnerable Populations  
and Global Health Practicum (1 credit: practicum)**

This course focuses on experiential learning, reflective practice and attainment of goal-directed outcomes in a community based setting that complements the RN to BSN student's practice experience. This experience will facilitate strengthening the skills of the baccalaureate nurse generalist in conjunction with a focus on vulnerable populations and global health.

**NUR 4222 Nursing Research for RNs (3 credits: lecture)**

This course focuses on providing foundational knowledge of nursing research and its use in evidence-based practice. Basic research principles are explored and both qualitative and quantitative research are critiqued and applied while utilizing fundamental statistical knowledge and preparing the student to share evidence of best practices with the interprofessional team.

**NUR 4240 Business of Health Care  
in Complex Systems (4 credits: lecture)**

This course focuses on health care policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the health care system and thereby are important considerations in professional nursing practice.

**NUR 4241 Servant Leadership (4 credits: lecture)**

This course focuses on the concepts of contemporary trends in leadership, development of self, change management in care delivery systems, and communication skills necessary to influence behaviors. This course will explore spirituality and practice in contemporary health care.

**NUR 4242 Synthesis of Nursing Practice  
(3 credits: practicum)**

This course provides the student the opportunity to synthesize nursing knowledge and professional role implementation through completion of a professional e-portfolio. The student will complete a change project that addresses an actual problem using an evidence-based process while practicing their servant leadership skills.

**Electives: 2 credits**

**NUR 4230 Nursing Independent Study (2 credits)**

The purpose of an independent study in nursing is to provide the student with an opportunity to pursue an area of interest in depth. In collaboration with a faculty member, the student will formulate his or her own learning objectives, determine the specific approaches to meet and evaluate those objectives.

**NUR 4231 Nursing Informatics (2 credits)**

This course focuses on technology in healthcare. Concepts of nursing informatics are synthesized with the knowledge, skills, and attitudes necessary for safe and effective care of patients. The QSEN competency of informatics is emphasized. Content includes basic computer and communication technology, networking software, databases, and their management, healthcare information systems, the World Wide Web, and electronic medical records.

**NUR 4232 Gerontological Concepts and Issues  
(2 credits)**

This course promotes students' examination of successful aging across a continuum that will facilitate their appreciation of how aging has changed through history and is currently perceived and experienced across global cultures. The course focuses on consideration of students' and global societal values and attitudes relating to aging; and, how such values and attitudes of older people themselves, family members, interprofessional care providers, and society influence the quality of care that older adults desire and actually receive.

# admission/ readmission

To be eligible for admission to the College of Nursing in any published year, the application and all required materials must be received by the published deadlines.

Admission to the pre-licensure BSN track occurs twice a year, in the fall and spring semesters. The Office of Admissions submits all completed pre-licensure applications to the Admission and Progression Committee for decision and approval.

Admission to the post-licensure (RN to BSN) track occurs three times a year, in the fall, spring, and summer semesters. The Office of Admissions submits all completed post-licensure applications to the Admission and Progression Committee for decision and approval.

Students must also adhere to the College Admission Policy (ADM 3.11).

Admission into the College of Nursing is competitive. An applicant who meets all requirements is not guaranteed acceptance to the program.

## Pre-licensure Track Admission Requirements

- Graduation from an accredited high school with a 2.0 GPA or higher or General Educational Development (GED) certificate.
- Achievement of a cumulative grade point average of 2.5 or greater in all college courses attempted.
- Provision of official transcripts from high school, the GED program, and all post-secondary schools/colleges/universities attended.
- Notice to the College of any convictions or present indictment for any felony or misdemeanor offense other than traffic violations that have not been expunged.
- Completion of a minimum 32 general education credits toward the BSN degree which must include:
  - English I (3 credits)
  - English II (3 credits)
  - Microbiology (3–4 credits) or Biology I (3–4 credits) and Biology II (3–4 credits)
  - Developmental Psychology (3 credits)
  - Introduction to Psychology (3 credits)

OR

- Students with a bachelor's degree from an accredited college or university in another discipline must complete the following prior to admission:
  - Microbiology (3–4 credits) or Biology I (3–4 credits) and Biology II (3–4 credits)
  - Human Growth & Development (3 credits)

For transfer credit guidelines refer to policy ADM 3.10.

- Completion of the Test of Essential Academic Skills (TEAS) or SAT or ACT. No SAT, ACT, or TEAS are required if the applicant already has received a bachelor's degree or plans to complete a degree prior to admission start date.
- Two letters of reference are required from professional contacts only. References from relatives and friends are not accepted. Ideally, references should be obtained from two (2) of the following: a teacher, an employer, and/or a volunteer experience, preferably in a health care setting. Areas addressed in the reference form are: intelligence, initiative, reliability, cooperation, adaptability, emotional control, communication skills, and work habits. The applicant must strictly follow the requirements of this section regarding who is asked to complete the reference.
- Any applicant who has previously enrolled in or is currently enrolled in a nursing program is required to provide a letter from the director of the program verifying academic standing and clinical competence.
- An essay is required according to the specific guidelines from the Office of Admissions.

## Once a student is offered admission to the program, the following are other requirements that must be completed before a student will be allowed to attend classes:

- Attend "New Student Orientation" and Curriculum Planning session.
- Submit clinical compliance requirements as stated in policy NUR 1.03.

## Post-licensure Track Admission (RN to BSN) Requirements

- Graduation from an accredited college or university; either diploma or associate's degree.
- Provision of official transcripts from all post-secondary schools/colleges/universities attended.
- Valid unrestricted license to practice registered nursing in the U.S.
- Successful completion of all but fifteen (15) or fewer credit hours of the general education
- Courses required for the BSN.

## readmission

A student who was dismissed from the nursing program may apply for readmission. The student must show evidence that he or she has addressed the circumstances that resulted in the academic dismissal or permanent resignation. The applicant must meet any admission requirements established during his/her absence. A student may only apply once for readmission. Completion of the requirements is not a guarantee of readmission.

Students accepted for readmission must adhere to the nursing progression policy (NUR 2.02).

The student will obtain readmission reference forms from the College website ([www.bsmcon.edu](http://www.bsmcon.edu)). The student will be responsible for ensuring that all forms have been submitted to the Office of Admissions. The following readmission reference forms are required:

- The student's advisor
- The Director of Student Success or Coordinator of Nursing Academic Success
- One full time faculty member of the student's choice
- The committee chair may request above individuals to attend an Admission Progression committee meeting

The student will provide a personal letter demonstrating insight into reasons for his/her previous academic dismissal or permanent resignation and a detailed plan for success

The Admission Progression committee will review:

- All forms submitted to Office of Admissions
- The student's Bon Secours Memorial College of Nursing transcript
- The student's ability to complete the program within the specific timeframe as outlined in the progression policy (NUR 2.02)
- Additional information relevant to a particular student situation

The Admission Progression committee may mandate specific individual conditions of readmission.

Decisions must be approved by the dean for extenuating circumstances.

## attendance

The student is expected to be present and on time for all classes and clinical experiences (virtual or face to face classes). Clinical experiences include but are not limited to pre/post conferences, clinical simulation centers, observational experiences, clinical seminars, and hospital/community clinical assignments. Appointments, work obligations, vacations, and other personal matters are not to be scheduled when the student is committed to the classroom or clinical area. Prolonged absences and patterns of absenteeism/tardiness are addressed on an individual basis.

A student who wishes to observe a religious holiday that conflicts with class or clinical responsibilities must provide written advance notice to the instructor at the beginning of the semester. The student is responsible for all material covered and assignments made during such absences.

Refer to NUR 3.05 Attendance and Tardiness.

## clinical compliance requirements

The nursing program contracts with clinical agencies for practicum courses and many require the College to provide various student documentation before they will allow students access to the clinical setting. Students must submit all documentation requirements in a timely manner, as specified by the College. Some requirements require annual/biennial updates. The information provided to the College may be shared with the clinical agencies in which the student has an assigned practicum experience.

The following is required for all pre-licensure students prior to participating in clinical rotations:

### general requirements

- Nursing students are expected to comply with all policies and procedures governing nursing practice in the practicum agency or institution, including policies and procedure regarding hazardous material, standard precautions and health requirements.
- HIPAA – Health Insurance Portability and Accountability Act “The Department of Health and Human Services and all other health care agencies must insure their customers (i.e. clients, insured individuals, providers and health plans) that the integrity, confidentiality, and availability of electronic protected health information that they collect, maintain, use or transmit is protected.” A module on HIPAA is one of the required HealthStream modules assigned to the students that must be completed prior to entering the clinical setting.

- Health Insurance — The College recommends, but does not require, that students carry private health insurance throughout enrollment in the program to cover needed health services that are beyond first aid. Students who do not choose to carry health insurance are solely responsible for all costs incurred related to his/her health while a student at BSMCON.

## professional liability insurance

The student is encouraged to carry professional liability insurance in order to go into the clinical area. The student pays an annual premium for the amount of coverage which can be purchased through the National Student Nurses Association.

## entrance requirements

Entrance requirements must be completed and documentation submitted to the College of Nursing prior to enrollment. The following requirements are conditions of admission for pre-licensure students. Failure to complete the list below would result in an offer of admission being withdrawn.

- Health Requirements (set forth by the Centers for Disease Control (CDC), Code of Virginia and OSHA)
  - Health Assessment: Upon Entry  
A health assessment/history by medical personnel must be completed, indicating ability to perform the essential functions of a student nurse. Students must provide additional documentation as necessary.
  - Tetanus/Diphtheria/Pertussis (Tdap): Upon Entry  
Tdap vaccine within the past 10 years
  - Measles, Mumps, Rubella (MMR): Upon Entry  
2 doses of vaccine or Immune titer indicating immunity
  - Hepatitis B: Upon Entry  
If Hepatitis B series has been completed prior to admission, only a titer indicating immunity is required. If the student has proof of immunization and a negative titer, the student will be required to obtain a Hepatitis B booster immunization and provide documentation of the booster.  
If a student has never completed a 3 dose series of the hepatitis B Vaccine, documentation of the progress obtaining the 3 dose series and documentation of a post-vaccination titer 1-2 months following the last immunization is required. If post vaccination series titer does not indicate immunity (negative) the student will be required to obtain a Hepatitis B booster vaccination and provide documentation of the booster.
  - Tuberculosis (TB) Screening: Upon Entry  
In accordance with the CDC guidelines and the VDH guidelines, newly admitted students must be tested for TB. Use of an IGRA (Interferon Gamma Release

Assay) blood test for this purpose is recommended. The two FDA-approved IGRAs available for use in the United States are QuantiFERON Gold IN-Tube and T-SPOT-TB.

Newly admitted students with a positive result or history of a positive result must have a Chest X-ray with a negative result within one year of admission in order to be compliant. Students must provide the Chest X-ray date and result on the **Initial Immunization Record Form** upon admission.

- Tuberculosis (TB) Screening: Annual  
All students must complete and submit the TB Screening Questionnaire Form in compliance with annual clinical documentation deadlines. This form is available from the vendor who is maintaining immunization data.
- Drug Screen: Upon Entry  
All students are required to submit to a urine drug test. Students with positive drug screens will be denied acceptance into the College.
- Criminal Background Check: Upon Entry
- Virginia Child Protective Services Investigation: Upon Entry  
Students are required to submit the completed form. This form must be notarized.
- Minors: Upon Entry  
Students who are minors (under 18 years of age) must provide the College of Nursing with written parental or guardian consent for emergency medical and surgical care, upon entry into the program, should it be needed at a later time.
- Basic Life Support Certification: Upon Entry/Biennial  
Students must provide current certification in Basic Life Support (BLS) for health care providers course upon entry to the College and then biennially thereafter.
- HealthStream Requirements: Upon Entry/Annual  
Required learning modules are posted to students' HealthStream accounts. Students are responsible for completing assigned modules by the deadline. Entering students will be provided with instructions on how to access HealthStream during new student orientation.

## pre-licensure continuing student requirements

Students are expected to provide required documentation by the established deadlines. Practicum sites require the College of Nursing to verify student compliance status (including immunization history). **Students with incomplete TB screening, HealthStream modules, and/or current BLS certification will not be allowed to attend practicum experiences with direct patient care. Practicum hours missed due to incomplete requirements will be calculated in overall absences as described in the Attendance and Tardiness policy (NUR 3.05).**



Several requirements must be updated on a regular basis as specified below:

- Tuberculosis (TB) Screening: Annual  
All students must complete and submit the **TB Screening Questionnaire Form** in compliance with annual clinical documentation deadlines. This form is available from the vendor who is maintaining immunization data.
- Basic Life Support Certification: Biennial  
Students must provide current certification in Basic Life Support (BLS) upon entry to the College and biennial thereafter. Online courses without demonstration components are not acceptable. The College offers the opportunity for students to fulfill this requirement through the HeartCode program. It is the student's responsibility to make arrangements for BLS re-certification as needed.
- HealthStream: Annual  
Continuing students are required to complete HealthStream modules annually. Students are responsible for checking their HealthStream accounts on a regular basis for newly assigned modules.
- Point of Care Testing (POCT): Beginning in NUR 2103 (initial, 6 months, 6 months, 12 months)  
Students who have successfully participated in the documented initial training and competency program will be permitted to perform POCT in the clinical environment. All students are assessed at 6 months following initial training and competency and then again 6 months later. Following the second 6 month assessment, students will be recertified for POCT on an annual basis. Failure to complete 6-month and annual competency classes will result in loss of POCT privileges in the clinical environment and may result in an inability to participate in clinical experiences. Students who are employed by Bon Secours may recertify POCT at work.

## POST-LICENSURE STUDENTS

RN-BSN students are responsible for providing documentation to comply with clinical site regulations as needed.

## dress code

Students are expected to uphold the high standards of the Bon Secours Health System and the Bon Secours Memorial College of Nursing by demonstrating professionalism in both appearance and behavior. The dress code policy applies to students when they are in any College educational setting. Students who fail to adhere to this dress code may be asked to leave the class, clinical simulation center, or the clinical setting until the necessary changes have been made. Post-licensure dress code can be found in policy NUR 1.04 on the College website.

## on-campus (classroom) dress code

- While on-campus, a clean and well cared for appearance should be maintained. Identification badges should be worn as described below.
- Clothing is considered inappropriate when it is strapless, backless, revealing, or shows the midriff. Dresses, skirts, and shorts should be no shorter than two inches above the knee (sitting or standing). Camisoles or spaghetti strap shirts are not appropriate. Underclothing (panties, briefs, bra straps, etc.) should not be visible.

## pre-licensure clinical dress code and equipment requirements

- Approved uniform with the College insignia patch centered two inches from the left shoulder seam of all tops, dresses, and/or scrub jacket. The College of Nursing's white scrub jacket may be worn over the uniform. The clinical uniform may only be worn in the clinical setting, Clinical Simulation Center, and the College.
- Bon Secours-issued identification badge — badges are worn above the waist on the left side of the chest in an upright, readable position at all times or on a Bon Secours-issued lanyard. The name and photo must be visible at all times. Where applicable, identification badges may not be required or may be modified as appropriate in some settings due to infection control procedures or safety precautions (i.e., Surgery). Students must wear the identification badge properly at all other times while on duty and at the College.
- Additional "title badge" provided by the College designating "Student" shall be worn so as to be in plain view under the identification badge.
- Shoes must be clean, all white leather or majority white synthetic with a closed toe. White shoes must be polished and have clean laces. Shoes and shoe laces must be in good condition, clean at all times and free from stains. Shoe laces must be the same color as shoes.
- Solid white socks or white stockings are part of the uniform.
- While in clinical uniform, a limited amount of jewelry is allowed; however, it may not pose a safety hazard, infection control risk, or interfere with patient care. Students may wear a watch and a wedding band with an engagement ring. Students may wear up to two earrings on each lobe in matching sets. Earrings should not be oversized or extend more than ¼" below the ear lobe. No more than two necklaces may be worn. Facial and other body jewelry is not acceptable. If the jewelry is unable to be removed, then it must be covered with a bandage.

- Visible tattoos are not allowed. Any visible tattoo must be covered with bandage or clothing.
- Hair must be a natural color and long hair must be secured so that it is up off the neck for both males and females.
- Fingernails are to be no longer than the tip of the finger and may only be polished with clear polish. Artificial nails are not permitted. Students must follow the policy of the clinical agency.
- Male students may have a short, well-groomed beard, mustache, or goatee and must wear a white crew-neck undershirt under the uniform.
- Hats are not permitted while in uniform unless for safety, sanitation, or infection control purposes. Exceptions may be made for religious beliefs as long as attire does not interfere with patient care or present a safety hazard.
- Undergarments (slips, bras, briefs, boxers, camisoles, and panties) are required in coordination with outerwear, but may not be visible through clothing and must be covered entirely by clothing.
- Make-up and perfumes/colognes should be subtle. Make-up may be worn in soft shades that complement natural skin tones. Students should wear subtle perfumes/colognes/deodorant due to close contact with others. Some clinical areas may prohibit all scents if they pose a hazard to patients or coworkers.
- Students must carry a stethoscope and wear a watch with a second hand in the clinical and simulation center settings unless otherwise directed by faculty.
- Gum chewing is not permitted.

## guidelines for observational/ specialty experiences

For courses involving specialty or observational clinical areas, the College uniform must be worn to the specialty area and changed to the specified scrubs or attire. Some courses may require street clothing for observational/clinical experiences. The course syllabus/clinical faculty for such courses will outline the appropriate dress for these experiences.

## open lab hours in the clinical simulation center (CSC)

Students are permitted in the CSC during open lab hours for practice in street clothes. Students must have on their identification badge at all times while in the CSC.

# grading system — nursing program

Evaluation is a shared responsibility between student and instructor, including self-evaluation, formative, and summative evaluations. Each course outline contains the course requirements and the criteria for determining the theory and/or clinical performance grades. Class (theory) grades are earned according to a letter system. Each letter is assigned a grade point value as follows that designates the quality of work done. Final grades are truncated. For example: 79.4 = 79; 79.5 = 79; 79.9 = 79.

LETTER GRADE	NUMERICAL EQUIVALENT	GRADE POINT INTERPRETATION	QUALITY POINTS PER CREDIT HOUR
<b>Pre-licensure and Post-licensure Tracks</b>			
A	94-100	Excellent	4
B+	91-93		3.5
B	87-90	Above average	3
C+	84-86		2.5
C	80-83	Average	2
D+	77-79		1.5
D	73-76	Unsatisfactory	1
F	0-72	Failure	0
I*		Incomplete	Not used in GPA
MG		Missing Grade	Not used in GPA
P*		Passing, credit awarded, no effect on GPA	Not used in GPA
W*		Withdrawal	Not used in GPA
WA*		Administrative Withdrawal	Not used in GPA
WS*		Withdrawal-Satisfactory Progress	Not used in GPA
WU*		Withdrawal-Unsatisfactory Progress	Not used in GPA
AU*		Audit (No credit)	Not used in GPA

\* Practicum grades are based on satisfactory "Pass" or unsatisfactory "Fail" work.

A student's GPA is an index of scholastic performance and is computed on the ratio of quality points earned to semester hours attempted. The GPA is determined as outlined in the policy titled "College Grading System."

# nursing progression

Students must meet all requirements outlined in each course syllabus and achieve a passing grade (defined as a C or better or Pass) in non-nursing and nursing courses to meet curricular requirements. A grade of less than C (defined as D, F or WU) in any course does not meet curricular requirements. A second failure (defined as D, F, or WU) of a nursing or pathopharmacology course will result in dismissal from the program. For students who are dismissed and are granted readmission, one failure (grade of D, F, or WU) of a nursing or pathopharmacology course after readmission will result in dismissal from the program. A cumulative GPA of 2.0 or above is required for progression to the next level of the curriculum and to graduate.

## Curriculum Plan

All students must adhere to the guidelines in the policy NUR 3.02: Curriculum Planning.

## Essential Technical Standards

Students must meet Essential Technical Standards upon enrollment in the Nursing program, and must continue to meet those standards for the duration of their enrollment. Failure to meet Essential Technical Standards will result in a review of a student's progression in the Nursing Program/ Course(s) and will result in an action plan, with actions up to and including dismissal, as determined by the appropriate Nursing/College personnel.

## Time Limit

- **Pre-licensure BSN Track:** The normal time (for a full-time student) to complete the pre-licensure BSN track is 6 semesters upon registration in the first nursing course (NUR 1100/2100). Students must complete all nursing courses within 6 years upon registration in the first nursing course (NUR 1100/2100) in the program track.
- **RN-BSN (post-licensure) Track:** The normal time (for a full-time student) to complete the post-licensure BSN track is 4 semesters upon registration in the first nursing course (NUR 3208). Students must complete all nursing course work within 4 years upon registration in the first nursing course (NUR 3208) in the program track.

Normal time as defined above excludes summer semesters. This applies to both pre-licensure and post-licensure nursing tracks.



## 6 safety and facility information

### IN THIS SECTION:

- 77 Directions
- 77 Parking Guidelines
- 77 Housing, Transportation, and Dining Services
- 77 Restrooms
- 77 Posting Notices
- 77 Smoking
- 77 Campus Security and Safety
- 78 Alcohol and Drug Policy Procedures
- 82 Firearms, Ammunition & Weapons
- 82 Voluntary Confidential Reporting

## directions

Located in Henrico County, the College is easily accessible from major Interstates 95 and 295.

**From I-95:** Take I-95 to the Parham Road East exit. Continue on Parham Road approximately 2 miles. Turn left on Magellan Parkway/Windsor Business Park. The College is on the right at 8550 Magellan Parkway, Suite 1100.

**From I-295:** Take I-295 to US Rt. 301. Exit toward Richmond and travel to the second traffic light. Turn right on Magellan Parkway/Windsor Business Park. The College is on the right at 8550 Magellan Parkway, Suite 1100.

## parking guidelines

Spaces marked with blue squares in the front or rear of the College facility at 8550 Magellan Parkway or in the lower level parking at 8555 Magellan Parkway have been assigned to the College for employee and student parking. Vehicles parked in fire lanes, no parking areas, or in spaces not marked by blue squares may be subject to towing at the owner's expense. Parking directly on Magellan Parkway is strongly discouraged by both the College and the Windsor Business Park management.

The College is not responsible for loss or damages to any vehicles, and employees and students should comply with all posted signs within Windsor Business Park or at any location associated with their job responsibilities and/or clinical assignments.

## housing, transportation, and dining services

The College does not provide residential facilities, transportation, or dining services. Students are responsible for their housing and transportation. The student lounge is equipped with refrigerators, microwaves, and vending machines. Contact the receptionist for a refund if money is lost in the vending machines.

## restrooms

BSMCON is committed to providing safe and accessible campus restrooms. All restrooms are in compliance with accessibility regulations in accordance with the Americans with Disabilities Act (ADA). Further, all restrooms on campus are designated gender inclusive, thus allowing individuals to utilize the restroom that corresponds with one's gender identity and expression.

## posting notices

Posters, notices or announcements related to SGO meetings and activities may be posted on the bulletin boards identified for student use. Such communications should be no larger than 8 1/2" x 11". The administration of the College reserves the right to remove notices that do not meet the stated criteria. Nothing is to be taped, nailed, tacked, posted or pinned to any painted or wooden surfaces.

If any student or student group desires to post flyers in any area of the College other than bulletin boards designated for student use, the student (group) must first submit the flyer to the appropriate faculty advisor. If the advisor approves the flyer, the student (group) must then forward the flyer to the Dean of Finance and Administration for approval to post. In the request (sent via email), the student (group) must state the exact areas of the College where it desires to post the flyer. The Dean of Finance and Administration will review the request, make a decision, and then communicate the decision to the student (group).

## smoking

The College supports the efforts of Bon Secours Health System to maintain a tobacco-free campus (BSV Policy – Tobacco Free Campus). Students and College personnel both have the responsibility of being good role models by practicing good health habits.

## campus security & safety

Bon Secours Memorial College of Nursing is committed to providing a secure and welcoming environment for students, faculty, staff and visitors. Our campus is secured and only accessible through a monitored front door. All students of BSMCON are provided with a student ID and access badge, which allows students to enter the building during normal operating hours.

### Clery Act

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 USC § 1092(f), requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

## Violence Against Women Act (VAWA)

In February 2013, Congress passed legislation (Violence Against Women Reauthorization Act of 2013; P.L. 113-4) that reauthorized most of the programs under VAWA, among other things. The VAWA reauthorization also amended and authorized appropriations for the Trafficking Victims Protection Act of 2000, enhanced measures to combat trafficking in persons, and amended some VAWA grant purpose areas to include sex trafficking. Moreover, VAWA 2013 gave Indian tribes authority to enforce domestic violence laws and related crimes against non-Indian individuals, and established a nondiscrimination provision for VAWA grant programs. The reauthorization also included new provisions to address the rape kit backlog in states.

## Title IX

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Please contact the following person for matters relating to Title IX:

Regina E. Welch, EdD, Dean of Finance and Administration  
Bon Secours Memorial College of Nursing  
8550 Magellan Parkway  
Richmond, VA 23227  
Phone: (804) 627-5350  
Fax: (804) 627-5330  
titleXcoordinator@bshsi.org

## The Campus Sexual Violence Elimination Act

Campus SaVE Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education. President Obama signed the measure into law as part of the Violence Against Women Reauthorization Act of 2013 on March 7, 2013.

## Commitment to Substance Abuse Prevention

The College of Nursing is committed to maintaining a healthy and substance abuse-free environment that promotes the safety and welfare of students, patients, employees and visitors. The abuse of alcohol and/or the use of illegal drugs are known to cause harmful physical, mental and

psychosocial effects, and may render an individual unable to perform the essential functions of a student nurse in a safe and competent manner. Bon Secours Memorial College of Nursing aims to protect the health, safety and welfare of its students, faculty and staff by enforcing a drug-free environment.

## alcohol and drug policy procedures

This policy complies with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and all other pertinent federal, state, and local regulations regarding substance abuse on campus.

The policy shall apply to all students and employees of BSMCON. Please direct any questions to the Dean of Finance and Administration or the Dean of Student Services. This notice includes - Standards of Conduct, State and Federal Law, Health Risks, Prevention Program and Disciplinary Sanctions.

## Definitions

Employee means any faculty, staff, or student receiving a salary, wages, other compensation and/or stipend support from BSMCON. Student means anyone taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study.

## Standards of Conduct

The College adheres to the following alcohol and drug policy to demonstrate our continued commitment to a safe and drug-free environment for students and employees. See below policies for standards and disciplinary sanctions

- **Student Drug and Abuse Policy (ADM 3.02):** This policy premises, the unlawful possession, use, sale, manufacture, distribution or dispensation of alcohol or a controlled substance by a student on college property or any part of a college sponsored program on or off campus is strictly prohibited. Violation of this policy may result in disciplinary action up to and including the immediate dismissal from the college. Please refer to the full policy on our website: bsmcon.edu, under the students tab, then policies.
- **Student Rights and Responsibilities Policy (ADM 3.21):** This policy premises, at all times, a student must satisfy and comply with the College's academic standards, financial requirements and guidelines, and policies. Conduct that is subject to disciplinary action by the College includes, but is not limited to: substance abuse; violation of local, state, or federal laws; failure to comply with guidelines/policies of the College and/or the clinical agencies. Violation of this policy may result in disciplinary

action up to and including the immediate dismissal from the college and referral for prosecution. Please refer to the full policy on our website: bsmcon.edu, under the students tab, then policies.

- **Drug Free Workplace and Substance Abuse Act (SYS.HR.Emp.013):** The unauthorized use of alcohol or any drug, legal or illegal, or the unauthorized possession, manufacture, transfer, or sale of drugs or alcohol on the organization's property or during working hours, including meal periods or breaks, is cause for disciplinary action up to and including discharge. Under no circumstances should an employee return to work under the influence of alcohol or drugs. <http://epolicy/dotNet/documents/?docid=409&mode=view>

The Commonwealth of Virginia and the Virginia State Alcohol Beverage Control Board have enacted a variety of laws and regulations which govern alcoholic beverages. These laws are included as Appendix A.

**Health Risks** — BSMCON recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportion in our society and that it interferes with the objectives of our institution. The health risks associated with alcohol and drug abuse are included as Appendix B.

**Prevention Program** — Recognizing the serious consequences resulting from the inappropriate use of drugs by practically all ages and segments of our society, BSMCON has established student and employee policies that prohibit the possession or consumption of controlled substances on campus. Beyond potential disciplinary action that could result, the College recognizes the need and the responsibility to provide information and counseling services regarding the hazards of substance abuse. The following program of activities and services constitutes BSMCON's effort to prevent drug abuse on the part of its students, faculty and staff.

## Information

- At least once a year, each campus, disseminates an Employee and Student Annual Alcohol and Drug Policy Notice, completes a Core Survey and will conduct a seminar, workshop, presentation or other program of information and awareness that will be open to all students, faculty and staff.
- BSMCON Office of Health and Wellness provides Brochures for Drug Misuse and Abuse, and Alcohol Misuse and Abuse, and annual early mandatory drug and alcohol programming and learning modules.

## Services

- A list of referral services in Richmond Metro Area that specialize in assisting persons with substance abuse issues is available through 211Virginia or located at [www.211Virginia.org](http://www.211Virginia.org).
- Community resources
  - Alcoholics Anonymous – [www.aa.org](http://www.aa.org)
  - Narcotics Anonymous – [www.na.org](http://www.na.org)
- Employees can access the Employee Assistance Program (EAP) by logging into Lawson, clicking on AskHR, clicking on Personal Welfare, and finally clicking on Employee Assistance Program Bon Secours Richmond Health System.
- Students can access the REACH Student Assistance Program (SAP) online at [www.reach-eap.com](http://www.reach-eap.com) or by calling 1-855-691-4941.
- Substance abuse needs may also be covered by an individual's medical insurance.

## Biennial Review

The Dean of Finance and Administration or designee is responsible for completing the biennial review. The review will:

- Determine the effectiveness of the education program and implement needed changes.
- Collect program information from the campuses and present the information for review.
- At a minimum, the review will look at attendance and timeliness of subject matter. The Dean of Finance and Administration will recommend any needed changes. Changes will be disseminated through the College Provost's office.
- Ensure that the disciplinary sanctions applicable under State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol are consistently enforced.
- At a minimum, the annual notification will be sent by email to all students at the start of each semester. It will also be posted on the web in the Faculty Handbook, Employee Handbook, The College Catalog and the Adjunct Faculty Handbook. Employees and student who begin after the fall notification will be guided to the appropriate handbook for information.

## appendix A

### Alcohol

Virginia's Alcohol Beverage Control Act contains a variety of laws governing the possession, use, and consumption of alcoholic beverages. The Act applies to the students and employees of this institution. Virginia statutes, including sanctions for their violation, are summarized below.

- It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 12 months and a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
- It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 12 months and a fine up to \$2,500, either or both.
- It shall be unlawful for any person to consume an alcoholic beverage while driving a motor vehicle upon a public highway of this Commonwealth. A violation of this section can result in a fine of \$250.
- It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
- It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

### Controlled Substances and Illicit Drugs

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "Schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia, as amended. Penalties for violation of the schedules are covered in 18.2-248 and may involve fines of not more than one million and imprisonment for life. Virginia statutes, including sanctions for their violation, are summarized below.

- Possession of a controlled substance classified in Schedules I or II of the Drug Control Act exposes the violator to a felony conviction for which the punishment is a term of imprisonment of ranging from one to 10 years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to 12 months and a

fine up to \$2,500, either or both.

- Possession of a controlled substance classified in Schedule III of the Drug Control Act exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 12 months and a fine up to \$2,500, either or both.
- Possession of a controlled substance classified in Schedule IV of the Drug Control Act exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to \$1,000, either or both.
- Possession of a controlled substance classified in Schedule V of the Drug Control Act exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
- Possession of a controlled substance classified in Schedule VI of the Drug Control Act exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.
- Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute exposes the violator to a felony conviction for which the punishment is imprisonment from five to 40 years and a fine up to \$100,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and be fined up to \$100,000.
- Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act with the intent to sell or otherwise distribute exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
- Possession of marijuana exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 30 days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
- Possession of less than one-half ounce of marijuana with the intent to sell or otherwise distribute exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to 10 years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.



## Local Laws

BSMCON is located in the County of Henrico. In addition to state and federal codes, County government will adopt special ordinances relative to the unlawful possession or distribution of illicit drugs and alcohol.

### Henrico County Code, Sec. 13-23. - Public intoxication.

- It shall be unlawful for any person to be intoxicated in public, whether such intoxication results from alcohol, narcotic drug or other intoxicant or drug of whatever nature. Any person violating this section shall, upon conviction, be guilty of a class 4 misdemeanor.
- A law-enforcement officer may authorize the transportation, by police or otherwise, of public inebriates to a court-approved detoxification center in lieu of arrest; however, no person shall be involuntarily detained in such center. State law reference—Similar provisions, Code of Virginia, § 18.2-388.

Specific state and federal laws associated with alcohol and drug abuse use can be found on the following websites:

- State of Virginia Drug Laws search (<http://law.lis.virginia.gov/vacode>)
- State of Virginia Alcoholic Beverage Commission Laws search (<http://law.lis.virginia.gov/vacode>)

## appendix B

According to the National Institute of Drug Abuse (NIDA) drug abuse is a brain disease. While initial drug use is voluntary, drug abuse alters gene expression causing changes in behavior that interferes with an individual's ability to make decisions leading to compulsive craving, seeking, and use. Once drug addiction takes place the impact on the individual's health is far reaching.

## Drug Abuse

The following list includes the drugs that are most frequently used and their impact on an individual's body.

- **Cannabinoids (marijuana)**  
Known risks of cannabinoid use are — mental health problems, chronic cough, frequent respiratory infections, and addiction.
- **Opioids (heroin and opium)**  
Known risks of opioid use are - collapsed veins, abscesses, infection in the heart, stomach damage, liver and kidney disease, pneumonia, addiction, and overdose.
- **Stimulants (cocaine, amphetamine, and methamphetamine)**  
Known risks of stimulant use are — loss of weight, cardiovascular disease, brain disease, and addiction.

- Specific risks for cocaine use are nasal damage, trouble with swallowing, and stomach damage.
- Specific risks for methamphetamine use are anxiety, insomnia, mood swings, violent behavior, and dental damage.

- **Club Drugs (MDMA — known as Ecstasy, Rohypnol, and GHB)**

Known risks of club drug use are - confusion, depression, anxiety, impaired memory, hyperthermia, and addiction.

- Specific risks for GHB are - coma, seizure, and unconsciousness.

- **Dissociative Drugs (ketamine, PCP, Salvia divinorum, and DXM i.e. cough and cold medicines)**

Known risks of dissociative drug use are — nausea, memory loss, nerve damage, tremors, and anxiety.

- **Hallucinogens (LSD, Mescaline, and Psilocybin)**

Known risks of hallucinogen use are - hallucinogen persisting perception disorder, and flashbacks.

- **Other Compounds (Steroids and Inhalants)**

Known risks of steroid use are — hypertension, blood disorder, liver damage, acne, and hostility and aggression.

Known risks of inhalant use are — muscle weakness, cardiovascular disease, damage to the nervous system, unconsciousness, and sudden death.

## Alcohol Abuse

According to the CDC alcohol abuse is a pattern of drinking that results in harm to one's health. The long term health risks of alcohol abuse are; hypertension, heart disease, stroke, liver disease, digestive issues, cancer, dementia, depression, anxiety, lost productivity, family problems, unemployment, and alcohol dependence.

Specific health risks associated with alcohol and drug abuse use can be found on the following websites:

- The Center for Disease Control and Prevention:  
<http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
- U.S. Department of Justice:  
<http://www.dea.gov/druginfo/factsheets.shtml>
- U.S. Department of Justice- Drug Enforcement Administration:  
[http://www.dea.gov/pr/multimedia-library/publications/drug\\_of\\_abuse.pdf](http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf)

BSMCON Health and Wellness Information on Alcohol and Drug Prevention [https://bsmcon.blackboard.com/webapps/blackboard/content/listContent.jsp?course\\_id=\\_2020\\_1&content\\_id=\\_61091\\_1&mode=reset](https://bsmcon.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=_2020_1&content_id=_61091_1&mode=reset)

# firearms, ammunition & weapons

Bon Secours Memorial College of Nursing is committed to providing a safe and secure learning and working environment for students, faculty, staff and visitors on all campus properties. The use, possession and storage of all firearms, ammunition, weapons, pneumatically (air) operated weapons, prop weapons, explosives, electric shock devices, fireworks or other dangerous articles are prohibited on all properties owned, leased, or otherwise controlled by Bon Secours Health System. Law enforcement officers duly authorized to carry such instruments, and anyone granted permission to carry concealed weapons by the College are exempt.

Any person violating this policy will be subject to conduct sanctions including suspension or dismissal from the College or termination of employment per BSR 10-02 Firearms, Ammunitions, and Weapons Policy. Student violations will be dealt with through the Office of the Dean for Student Services and Dean of Finance and Administration. Staff and faculty violations should be reported to the Dean, Finance and Administration.

# voluntary confidential reporting

The College Administration encourages anyone who is a victim or witness to any crime to promptly report the incident to the Dean of Finance and Administration or any College official. Any member of the campus community who is the victim of a crime and does not want to pursue action within the College system or the criminal justice system may still want to consider making a confidential report. The purpose of a confidential report is to comply with the wish to keep the matter confidential, while taking steps to ensure the future safety of everyone on campus. With such information, the College can keep an accurate record of the number of reported incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College and reported in the Annual Security Report.

In keeping with the Clery Act, an official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. For the purposes of this policy, the issue to be addressed is campus safety and security. An official in this sense is then noted as a campus security authority (CSA). For the purposes of this policy, a "college official" is defined as, in addition to the Dean of Finance and Administration, the following offices:

- Vice President and Provost
- Dean of Student Services
- Dean of Nursing
- Director of Student Success
- Academic Counselor
- Career Counselor

## confidential reporting to a counselor

Faculty, staff, and students may also contact REACH Student Assistance Program.



# 7 student services

## IN THIS SECTION:

- 84 Student Services
- 84 Wellness Support Services
- 85 Clinical Simulation Center
- 85 Computers & Systems
- 87 Disclosure
- 87 Educational Facilities
- 88 The Learning Commons
- 88 The Library
- 88 Student Organizations

# student services

A broad array of quality services are offered to students. In most cases, students “self identify” the need for the services and contact the respective offices of their own accord. Faculty or other appropriate individuals at the College may refer students for services. (Academic Advising and New Student Orientation are required of each student.)

While the responsibility for success at our College rests with the student, the College is dedicated to offering quality services to assist students in achieving their academic and career goals. RN-BSN students access resources and communications through various avenues including email, Blackboard, phone, Skype and, at times, in person.

**Academic advising** is first coordinated through the Office of Student Success. An assigned faculty member works individually with students at the start of their nursing education, each semester prior to course registration, and any time that additional support may be needed. This is designed to build relationships between students and faculty and create a supportive setting in which students can discuss their course selection and progress. For the RN-BSN program students, this relationship is built through electronic exchanges.

**Academic counseling** – students seeking academic support can meet with the Office of Student Success where a customized action plan for success can be created. Follow up appointments are often recommended. Students routinely seek counseling for assistance with study skills, managing test anxiety, time management strategies, and worklife balance resources.

**Career counseling** is offered through the College’s dedicated career counselor. Services include resume preparation, interview practice, job search assistance, and support in the job search process. The Career Counselor can guide students in the application process for positions within Bon Secours Virginia Health System and with other health care employers. For the traditional BSN students, the career counselor apprises students of the timeline for the Early Career Decision program along with internship and externship opportunities.

**Disability support services** are offered to students who provide appropriate documentation and feel they need accommodations in order to succeed in their courses. Students seeking accommodations receive personalized guidance from the Office of Student Success, where they will be informed of any written documentation needed in order to avail themselves of these resources.

**Faculty academic support** (recitation) is offered to students to encourage their academic success and aid students in grasping the sometimes difficult concepts presented in nursing school. For the courses that offer recitation,

faculty members dedicate one to two hours (outside of their normal class time), at a designated time each week, for reviewing topics with students, answering questions and helping students further clarify complex information. Faculty academic support is offered on a one on one basis, as needed, for all RN-BSN courses.

**Jumpstart** is an optional half-day workshop designed to better acclimate students who enroll in the College’s online RN-BSN program. It’s offered three times a year – before the start of the spring, summer and fall semesters. Students have an opportunity to meet the faculty and staff that will help guide them through the program, better understand discussion boards, review Blackboard and other College software such as My Athens, learn ways to better manage time, and study more efficiently.

**New student orientation** is offered through the Admissions Office and takes place several weeks prior to the start of Fall and Spring semester. On-site orientation is offered to students enrolled in the traditional BSN degree program. The first course in the RN-BSN program is entitled “Orientation to Online Learning,” and along with email communications, will serve to orient our distance education students.

**Personal counseling and support** is offered through the REACH Student Assistance Program. Counseling services are offered in person and via telephone, and referrals to community resources are often part of this process.

**Peer tutoring** is offered for many of the nursing courses. Students can “drop-in” for help or can schedule an appointment based on tutoring staff availability. This excellent resource is free to students who feel the need for one-on-one academic support from a fellow student.

**PowerUp 2.0 & 3.0** – PowerUp 2.0 is a sophomore orientation program designed to help second year students increase their study, test taking, and time management skills, as well as enhance their awareness of support resources at the College. PowerUp 3.0 is designed for junior level students and addresses similar strategies to help third year students achieve success as they transition to a more demanding curriculum.

# wellness support services

The College employs a Health and Wellness Coordinator who is responsible for student clinical compliance, as well as facilitating and providing support and guidance in the areas of health and wellness to students, faculty and staff. The College also provides resources to students and employees regarding education and prevention programs for the awareness of sexual misconduct. Please see policy ADM 9.09 on the College website (bsmcon.edu) for complete information.

# clinical simulation center

The Clinical Simulation Center (CSC) is a high-tech simulation lab to aid students in improving their technical, cognitive, and interpersonal skills. In addition to regularly scheduled lab classes or simulations, students are encouraged to utilize the clinical simulation center to improve or remediate their nursing skills. The CSC has open hours for independent practice. Lab hours are posted on the bulletin board beside each lab. Individual assistance is available by appointment with the CSC faculty or the clinical instructor. The clinical simulation center will be kept locked in the absence of the Clinical Simulation Center faculty or an instructor.

## guidelines for responsible use of the Clinical Simulation Center (CSC)

- Students and faculty are to assist in clean up after each scheduled or practice simulation session by disposing of all trash in the designated container, and arranging chairs and equipment neatly
- No eating or drinking is allowed in the CSC
- Ink pens are not allowed in the CSC. The ink will permanently stain the mannequins
- Students are expected to bring the appropriate equipment (stethoscope, pen light, scissors, and forceps) to use in scheduled practice or demonstration experiences
- All students using the CSC must be supervised by a faculty member or designee
- Students are not to practice any invasive procedures on another person except for blood glucose monitoring under direct supervision of the CSC faculty or designee
- Sharps containers are provided for needles, intravenous needles, butterfly needles, syringes, and glass. No product wrappers, gloves, or tape should be put into sharps containers. A receptacle for waste contaminated with body fluids (red bag trash) is located in each simulation room
- As a cost-containment measure, all non-contaminated supplies should be reused
- Hand washing is to be done with soap and water or antiseptic hand cleanser prior to and after practicing nursing skills
- Students are expected to wear their uniforms to all clinical simulation experiences
- Failure to adhere to these guidelines may result in loss of privilege to use the CSC independently

## equipment use

- Students are not to practice on the electronic-equipped mannequins without the assistance of the CSC faculty or designee.
- Report malfunctioning or broken equipment (e.g., IV pumps, feeding pumps, models and mannequins or monitors) to lab faculty promptly
- Keep all electronic equipment and monitors plugged into an electrical outlet at all times to avoid running down the batteries
- Students are responsible for replacing any lost, stolen, or damaged equipment
- Below is a list of equipment that may be checked out for a limited time period:
  - blood pressure cuff
  - stethoscope, including teaching stethoscope
  - reflex hammer/tuning fork
  - glo-germ lotion or powder, travel light, and children's hand washing video

## computers & systems

### personal computer requirements

Effective with the admissions cohort of Fall 2016, all college students are required to own a computer and have access to high-speed internet.

The College has maintained a computer and software suggested requirements for its students since 2012. This requirement defines the minimum computing platform evaluated for use during the enrollment at the college. The requirement also defines the hardware and operating system that will allow a student to successfully complete their course requirements. The requirements are updated annually and posted on the College's web site, BSMCON.EDU before June 1st each year.

Students are recommended to purchase a printer for their use. There are limited printers available on campus and they may be operated on a for-fee basis.

### Backups and External Drive Requirement

Students are expected to back-up their data on a continual basis. It is the student's responsibility to maintain the integrity of their data to prevent academic penalties. The College encourages the use of Web based options available through the Microsoft 365 offering. The use of external storage devices (thumb drives) on Bon Secours hardware is prohibited due to security precautions.

## Malware-Spyware Protection

Student devices must include some form of Malware/Spyware protection which is maintained and kept up to date. Hackers are targeting education and healthcare institutions at an alarming rate. As a member of our student body, it is imperative that you take measures to ensure your data remains protected and precautions in place to avoid the spread of electronic viruses.

## technology requirements

The technology requirements below are required for students in the RN to BSN track and are recommended for the students in the BSN track. All students are expected to have basic skills using Microsoft Office, including Word and PowerPoint; email; saving attachments; and transferring files. Internet access is required to participate in online components for RN to BSN courses. All students will be issued a BSMCON email account once accepted into the program.

Students seeking assistance with email, password issues and ConnectCare should contact the Help Desk at [elSSC@bshsi.org](mailto:elSSC@bshsi.org). For complete information regarding technology, including information on Netiquette, personal IT products, Blackboard support and browsers, and CampusNexus® (formerly SONISWeb), please visit [bsmcon.edu/students/technology-support](http://bsmcon.edu/students/technology-support).

## PREPARING YOUR PC; COMPUTER REQUIREMENTS

### a. Minimum Hardware Requirements

- CPU Intel i3 processor or AMD equivalent 64-bit processor
- Hard Drive 320 GB minimum
- Hi-speed Internet connection Ethernet or wireless
- Battery Life 4 hour minimum
- Peripherals Sound card and speakers
- PC compatible headset with microphone
- Video recording capability
- Printer
- Webcam

### b. Storage

- Memory 8 GB RAM minimum
- CD-ROM, USB flash drive or external hard drive

### c. Operating System

- Windows (64 bit) Windows Vista, Windows 7, Windows 8 or Windows 8.1
- Mac OSX 10.7 (Lion), or 10.8 (Mountain Lion), 10.9 (Mavericks), 10.10 (Yosemite)

### d. Web Browsers — for PC or Mac

- Mozilla Firefox 31 and up supported (download latest version: <http://www.mozilla.org/en-US/firefox/new/>)
- Google Chrome 36 and above supported (download latest version: <https://www.google.com/intl/en/chrome/browser/>)
- Internet Explorer 11 and up (download here: <http://windows.microsoft.com/en-us/internet-explorer/download-ie>)
- Safari 6 and up for Mac OSx (download here: <http://support.apple.com/downloads/#safari>)
- Edge 20 and up (download here: <https://www.microsoft.com/en-us/download/details.aspx?id=48126>)

\* Browser must allow JavaScript, have Java 7 installed & enabled, allow cookies, and allow pop-ups from Blackboard.com.

\* Mobile web browsers are not compatible with Blackboard.

### e. Recommended Software Applications Free

- Java: <http://www.java.com/en/download/>
- Adobe Reader: <http://get.adobe.com/reader/>
- Adobe Flash Player: <http://get.adobe.com/flashplayer/>
- Apple QuickTime: <http://www.apple.com/quicktime/download/>
- See college website for complete list

## computer & audio visual equipment

Students are encouraged to use student-designated computers in the library, lab, and computer classrooms; however, instructor workstations may not be used by students except under direct supervision of a College employee.

## internet access

Access to a computer with Internet access is required for all students enrolled in the program. All RN-BSN (online) students must have access to high speed Internet.

## prohibited activity

It is a violation of policy to use the College's systems to distribute, download, upload, stream, scan, store, or share any material including software, data, document, sound, music, video, picture, design, graphic, game, or any other electronic file including peer-to-peer file sharing when:

- the file is copyrighted but distribution to the user has not been authorized by the copyright owner
- the intended use under the relevant circumstances is specified as illegal by any federal or state law, statute, regulation, proclamation, order, or decree
- when the material is considered by the College to be protected information and the user is not authorized to access that information for the purpose intended
- when the user's intent is deployment or introduction of any virus or malware on any College system

Users shall not attempt to circumvent, bypass, defeat, or disrupt any device, method, or technology implemented by the College to deter unauthorized distribution, downloading, uploading, streaming, scanning, storage, or sharing of copyrighted material by users on the College's systems.

## enforcement

The College's systems are not to be used for any illegal purpose including, but not limited to, illegal file sharing. To preserve system security and reliability, the College reserves the right in all instances, and upon its reasonable suspicion, to block access from and to its systems and/or to disconnect from its systems any user who can be traced to illegal activities, including illegal peer-to-peer file sharing. An infringing user shall bear legal and financial responsibility for events or activities resulting from or associated with misuse of peer-to-peer applications and any other illegal activity conducted by or through the College's systems.

## compliance

It is incumbent upon the student to be aware of what constitutes copyright infringement, including peer-to-peer file sharing. Students will annually receive a notice from the Dean of Student Services, disseminated through the College's website or the College's email program, during an orientation session or through an official student publication, summarizing the College's copyright policy and subsequent sanctions related to copyright infringement. Students may be subject to civil and/or criminal liabilities for violation of U.S. copyright law. In addition to legal liabilities, students who violate the College's copyright policy may also be subject to further academic disciplinary action, including expulsion.

## disclosure

The federal Higher Education Act of 1965, as amended, requires that institutions of higher education disclose certain consumer information to current students, prospective students, current employees, and/or prospective employees. Consumer information can be found at [www.BSMCON.edu](http://www.BSMCON.edu) and includes:

- Financial Aid Information
- General Information
- Student Right-To-Know Information
- Drug and Alcohol Abuse Prevention Information
- Clery (Campus Security) Act
- FERPA (Family Educational Rights and Privacy Act)

## educational facilities

The College building contains well-equipped classrooms, Clinical Simulation Center, computer laboratories, conference rooms, faculty and administrative offices, library, and a student lounge. The College uses Bon Secours Memorial Regional Medical Center, Bon Secours St. Mary's Hospital, Bon Secours Richmond Community Hospital, and Bon Secours St. Francis Medical Center, as well as other community agencies, for clinical experiences.

The College of Nursing library provides a variety of print and electronic professional reference materials and journals. Other nearby library facilities available to students include the Reynolds Community College Library, Virginia Commonwealth University's James Branch Cabell Library and Tompkins McCaw Library for the Health Sciences, and Henrico County's North Park Public Library.

## BSMCON simulation center and learning center

Beginning Fall 2016, a new location will serve as a learning center in addition to the Clinical Simulation Center, located at 8550 Magellan Parkway. The new center is located at 7900 Shrader Road, 2nd Floor, Richmond, VA 23294. As the Center develops, it is proposed that some courses and skills lab will be conducted at that location.

# the learning commons

The Learning Commons exists to enhance student success by supporting student learning through the effective use of library space and resources, providing students the freedom to learn collaboratively in defined spaces, as well as the freedom to pursue solitary learning in a quiet space. The Learning Commons is open when the College is open.

## the library

The Library is situated in the Learning Commons. Library hours are posted on the Librarian's door, on Blackboard, and on the College website.

### library use

The College Library serves the overall health care information needs of the students, faculty, and staff, and supports the curriculum objectives of the College. Students and employees are encouraged to regularly use the services and resources of the library.

- The College Library is housed within the Learning Commons. Library hours are posted in the Library, in the course management system, and on the College website.
- The Honor Code prevails in the College Library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords are considered abuse of library policy and may constitute violations of the College code of conduct (Student Rights and Responsibilities) and the Honor Code. Failure to follow appropriate procedure and adhere to Library timelines for book checkout and return may result in disciplinary action.
- A quiet atmosphere is expected at all times in the library. Groups may not use the common areas of the library to conference or talk. Study rooms are available for individual or group work with the understanding that a quiet atmosphere is expected in these rooms as well.
- Careful handling of library materials is necessary to insure their long life.
- Eating is not permitted in the library. Beverages are permitted only in containers with lids.
- Books and DVDs may be borrowed for a two-week period. The process for checking out materials is noted near the entrance to the Library.
- A maximum of three (3) items may be borrowed at one time from the library.

- Items borrowed from the College Library should be returned to the book deposit box in the library.
- Items damaged beyond reasonable wear or not returned in a timely fashion are charged to the responsible borrower and remain the property of the College Library. Materials not returned per policy are charged to the student's account, and once replacement fees are submitted to Accounting, the charges are not reversible. When an individual leaves the College for any reason, he/she must return or replace all borrowed items checked out in his/her name.
- Courses may require the use of library reading materials by an entire class. These materials will be labeled "Reserve." Reserved materials and journals are not to be removed from the College Library.
- Copyright Notice is plainly visible at the library copier, and on the Library's site both on the course management system and the College website. Refer to the ADM 7.01 policy for further guidance on copyright issues.
- Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.

## student organizations

### student government organization

The College supports the Student Government Organization (SGO). The purpose of the SGO is to:

- Provide the opportunity for students to share their ideas, interests, and concerns regarding nursing education with other nursing students in this College
- Promote an atmosphere of cooperation, understanding, and communication among the students, faculty, and administration
- Promote interest and participation in professional development
- Promote programs and community service opportunities of professional interest and concern

Membership in the Student Government Organization (SGO) affords students the opportunity to develop a sense of responsibility and leadership. The SGO promotes self-discipline and cooperation between faculty and students. It strives to uphold high standards of personal and professional conduct.



## national student nurses' association

Students at the College have the privilege of joining the National Student Nurses' Association (NSNA) that entitles them to membership at the state and national levels. Members from all of the participating colleges in Virginia form the Virginia Nursing Student Association (VNSA).

By being active in the NSNA, the student nurse has an opportunity to share ideas with other nursing students and to gain experience and knowledge in preparation for participation in the nursing profession and its organizations. Conventions are held at the state and national levels. Students are encouraged to attend. For further information, contact NSNA at:

### **National Student Nurses' Association**

45 Main Street, Suite 606  
Brooklyn, NY 11201  
Telephone: 718-210-0705, Fax: 718-210-0710  
Website: [www.nсна.org](http://www.nсна.org)

## nursing honor society

The Nursing Honor Society celebrates excellence and scholarship in nursing. Following the guidelines set forth by Sigma Theta Tau International Nursing Honor Society, membership is by invitation only to graduating seniors in the baccalaureate nursing program who achieve a minimum 3.00 GPA and rank in the top 35 percent of their graduating class. Induction ceremonies are held twice a year, in May and December.

## service opportunities

### **Global Outreach**

BSMCON currently offers students three opportunities to serve vulnerable populations in an immersion experience outside of the classroom:

- **Haiti Outreach** offers general primary care and education regarding safety and nutrition to families in rural areas of Haiti. This service trip is offered each year during spring break.
- **Peru Outreach** will be held at the Clinica MADRE De Cristo in Trujillo, Peru. This is a new outreach opportunity will have a focus on maternal and child health, and also takes place during spring break.
- **RAM (Remote Area Medical)** provides a stateside immersion experience to our students. RAM operates mobile clinics all over the United States and Internationally with a focus on taking health care to areas that are in the greatest need. The College will be participating in a weekend long experience in Grundy, Va. during the fall semester.

### **Alternative Spring Break**

Alternative Spring Break is a program being offered to all levels of students – BSN, RN-BSN and School of Medical Imaging (SOMI) – during spring break with the goals of building community, building student engagement, helping the local community, and putting the values and mission of Bon Secours into action.

- This opportunity allows students and student leaders to participate with several Richmond-area organizations over the spring break week, each serving a different need.

Information regarding applications and acceptance into these programs are communicated to students during the academic year via Blackboard.



# 8 appendices

- IN THIS SECTION:**
- 91 Academic Terms and Definitions
  - 92 Federal Definitions
  - 94 Student Grievance Flowchart
  - 96 Personnel
  - 98 Student Government Organization Bylaws

# academic terms and definitions

The College subscribes to the following definitions in its policies.

## Add/Drop Period:

The period during which a student may add or drop a course without penalty.

## Audit:

To audit a course means a student enrolls in a course but does not receive academic credit upon completion of the course.

## Calendar:

The College has two semesters: Fall and Spring. Both semesters consist of 15 weeks of instructional time and one exam week. The Summer semester, if available for a given program, is generally 10 weeks long including an exam period.

## Course Drop:

A student ceases to attend a course during the first week of the semester. The course will no longer appear on the student's schedule or transcript.

## Course Withdrawal:

A student ceases to attend a course after the Add/Drop Period but prior to the completion of 60 percent of the semester or session and for which a grade of W, WS, or WU is awarded.

- **Official Course Withdrawal:** A student who informs the College of their withdrawal from course(s) is considered to have officially withdrawn from those courses. The student provides notice of course withdrawal by completing an Add/Drop/Withdrawal From Classes form, and submitting it to the Registrar's Office on or before the published last day to withdraw.
- **Unofficial Course Withdrawal:** An unofficially withdrawn student is one who has stopped performing academically-related activities such as attending their course, completing course assignments, taking exams, or participating in tutorials or computer-assisted instruction.

## Course Withdrawal Date

- **Official Course Withdrawals:** The College has prescribed the withdrawal date for official withdrawals to be the date the Registrar's Office receives the Add/Drop/Withdrawal From Classes form.
- **Withdrawal Date for Unofficial Course Withdrawals:** The College has prescribed the withdrawal date for unofficial withdrawals to be the student's last date of attendance.

## Credit/Credit Hour:

The number of credits awarded for a given course is determined by the number of lecture, laboratory, and/or clinical hours spent in class. A semester is fifteen weeks plus one week for exams.

BSN credit hours equal, at a minimum, 15 classroom hours of lecture, or, 30 hours of laboratory, or 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is:  $(\text{hours of lecture}/15) + (\text{hours of lab}/30) + (\text{hours of practicum}/45)$ . Also, refer to the College's Federal Definitions Policy.

## Credit Conversion:

Credits considered for transfer that are reported in quarter hours, are multiplied by two-thirds (.67) to equal semester hours.

## Date of Determination:

Unless federal or state requirements specify otherwise, the date of determination (DOD) is the date which the College has determined that a student has dropped/withdrawn from a course or resigned from the College. For official drops/withdrawals from a course or resignations from the College, the DOD is defined as the date the College receives the written notification from the student, such as an Add/Drop/Withdrawal from a Course or Resignation/Leave of Absence from the College form. For unofficial drops/withdrawals from a course or resignation from the College, the DOD is defined as the last date of attendance.

## Last Date of Attendance:

A student's last date of attendance is the last date documented by the instructor of an academically-related activity such as attendance in the course or completion and submission of a course assignment, exam, tutorial, or computer-assisted instruction. The College has prescribed this to be the withdrawal date for unofficial course withdrawals and the student's resignation from the College. BSMCON identifies the last date of attendance for both on-ground and online students in order to be in compliance with federal reporting requirements, determine refunds, etc. Please review the full policy online for dates and deadlines.

## Leave of Absence:

Occurs when a student discontinues the pursuit of academic endeavors at the College.

- **Permanent Resignation from College:** A student initiated resignation indicates that the student has no intention of returning to the College. A College initiated resignation occurs when a student is permanently removed by the College because of poor academic performance, unsatisfactory conduct or violation of College policies.

- **Temporary (Leave of Absence):** A student or College initiated temporary resignation, a leave of absence, is an approved period of non-attendance for one semester. If a student does not return to the College at the expiration of an approved leave, the student's resignation date is the date the student began the leave.

## Resignation Date

- The resignation date is the date the student began the College's resignation process or officially notified the College in writing of intent to resign.
- For a student who resigns from the College without notifying the College, the date the College determines is related to 1) the circumstances beyond the student's control; or 2) the midpoint of the semester; or, 3) the student's last date of attendance (LDA) at a documented academically related activity.
- For a student who resigns from the College without providing notification to the College, the College must determine the resignation date no later than 30 days after the end of the earlier of:
  - 1) the payment period or period of enrollment; or,
  - 2) the academic year, or the educational program.

# federal definitions

The College references the following federal definitions when creating or modifying College policies that require the College to adhere to these definitions.

**Academic Calendar:** The structure of a school's academic year. For purposes of the Federal Student Aid (FSA) programs, there are three basic types of academic calendars: standard term, nonstandard term, and non-term. Note: Clock-hour programs are considered non-term.

**Academic Year:** A period that begins on the first day of classes and ends on the last day of classes or examinations. A measure of the student's period of enrollment used to determine the duration of a student's award eligibility. An academic year for a credit-hour or direct assessment program must be defined as at least 30 weeks of instructional time. The law and regulations set the following minimum standards for coursework earned by a full-time student in an academic year in an undergraduate educational program (including direct assessment programs): 24 semester or trimester credit hours or 36 quarter credit hours for a program measured in credit hours; (34 CFR 668.3).

**Anticipated Completion (Graduation) Date:** The date on which a student is expected to complete an academic program. Reported to National Student Loan Data System (NSLDS) as part of enrollment monitoring.

**Application to Participate:** That portion of the Fiscal Operations Reports and Application to Participate (FISAP) through which a school applies for Campus-Based funds.

**Clock hour:** A period of time consisting of—

- A 50- to 60-minute class, lecture, or recitation in a 60-minute period
- A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
- Sixty minutes of preparation in a correspondence course

**Credit Hour:** A unit of measure of educational achievement based on the number of classroom hours a week throughout a period of instruction such as a semester, trimester, or quarter term.

• **Credit Hours for Credit Hour Programs:** The evaluation of credit hour programs, as defined in 34 CFR 688.8(k) (1), for purposes of financial aid is based on the following federal definition of a credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours

• **Credit Hours for Programs that are neither Credit Hour nor Clock Hour Programs:** Clock hour programs as defined in 34 CFR 688.8(k)(2) may not assign credit hours for the purpose of awarding federal financial aid. However, undergraduate degree programs of less than two years in length and non-degree programs that are not fully transferrable to degree programs of at least two years in length (with at least two graduates) at the same institution are eligible to convert clock hours to credit hours for purposes of awarding federal financial aid. In doing so, these programs may seek to combine a minimum number of hours in a range of hours of student work outside of class with a required minimum number hours of instruction alone to meet or exceed a total number of clock hours of instruction. The evaluation of these clock-to-credit hour programs is based upon the following federal conversion formulas: The institution's student work outside of class combined with the clock hours of instruction meet or exceed the following numeric requirements:

- A semester hour must include at least 37.5 clock hours of instruction
  - A trimester hour must include at least 37.5 clock hours of instruction; and
  - A quarter hour must include at least 25 clock hours of instruction
- And the clock hours of instruction alone meet or exceed the following numeric requirements:
    - A semester hour must include at least 30 clock hours of instruction
    - A trimester hour must include at least 30 clock hours of instruction; and
    - A quarter hour must include a least 20 hours of instruction

**Date of Determination (DOD):** In the Return of Title IV Aid, the date that ED (Department of Education) considers a school knew or should have known that a student ceased attendance. The date that begins the time periods in which a school must return funds, provide any required notifications, make post-withdrawal disbursements to students who have withdrawn, and make any repayment arrangements. A student's withdrawal date (resignation date) is one of the following:

- The date the student began the institution's official resignation from the College process or the date the College receives a written notification from the student of intent to resign from the College.
- For a student who resigns from the College without notifying the College, the date that the College determines is related to the circumstances beyond the student's control or the midpoint of the semester.
- The student's last date of attendance, documented by the instructor, of an academically-related activity such as attendance in class or completion and submission of a class assignment, exam, tutorial, or computer-assisted instruction. (34 CFR 668.22).

**Distance Education:** Education that uses one or more of the technologies listed in this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include—

- The internet
- One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices
- Audio conferencing; or
- Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed above.

**Nonstandard Terms:** Terms that are not semester, trimester, or quarter terms.

**Non-term:** A program that measures progress in credit hours is considered to be using a non-term calendar if it has: courses that do not begin and end within a set period of time; courses that overlap terms, self-paced and independent study courses that overlap terms, or sequential courses that do not begin and end within a term. If a program measures progress in clock hours, it is always treated as a non-term program.

**Quarter:** A standard of measurement in higher education used to group weeks of instructional time in the academic calendar. A quarter academic term is usually 10 to 12 weeks long, and a traditional quarter calendar generally includes three quarters in the Fall, Winter, and Spring (and often a Summer quarter as well). Students successfully completing a course earn quarter credits.

**Semester:** A standard of measurement in higher education used to group weeks of instructional time in the academic calendar. A semester provides 15 to 17 weeks of instruction. Students earn semester credits.

**Standard Terms:** Semesters and trimesters generally contain 15 to 17 weeks of instructional time. Quarters generally contain 10 to 12 weeks of instructional time.

**Trimester:** A standard of measurement in higher education used to group weeks of instructional time in the academic calendar. A trimester academic term provides about 15 weeks of instruction and a traditional trimester program generally consists of Fall, Spring, and Summer terms.

**Week of Instructional Time:** For all FSA programs, any period of seven consecutive days in which at least one day of regularly scheduled instruction, examination, or (after the last day of classes) at least one scheduled day of study for examinations occurs. Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination. The "number of weeks of instructional time" is based on the period that begins on the first day of classes in the academic year and ends on the last day of classes or examinations.

**Withdrawal (Resignation from the College):** When a student ceases attendance in all classes before the end of the semester, term, or period of enrollment, as applicable.

- **Official Withdrawal:** For Return of Title IV Aid Purposes, a student who provides notice in writing (including electronically) or orally to a designated campus official acting in his or her official capacity in the withdrawal process that the student intends to interrupt his or her attendance
- **Unofficial Withdrawal:** For Return of Title IV Purposes, a student who withdraws without providing official notification
- **Withdrawal Date (Resignation Date):** The date the student withdraws, as determined by the school

# student grievance policy flowchart (POLICY ADM 1.06)

## Purpose

The appeals policy described here is applicable to academic and non-academic student grievances. For more details please visit the full student policy.

### ACADEMIC

A formal process through which a student can appeal through his/her course instructor and the college's administrative leadership the student's final grade in a course.

An academic grievance must be initiated at the end of the semester no later than 48 hours (maximum of 2 business days) after the day final grades are due.

### NON-ACADEMIC

A formal process through which a student or student group can appeal a non-academic decision made by college personnel that negatively affects a student/student group's standing with the college. A non-academic grievance must be initiated no later than 48 hours (maximum of 2 business days) from the time the student identifies as becoming aware of the issue.

### LEVEL I

- The student must provide a formal letter/email of explanation to the instructor, non-instructional party, and/or office whose actions are being grieved and to the program coordinator/supervisor of that person or office.
- The instructor/non-instructional party has a maximum of 10 business days to schedule a meeting with the student.
- The instructor/non-instructional party has 5 business days to provide a letter outlining the decision of that meeting to the student and to the Dean of Student Services.

### LEVEL II

- The student may file a written appeal of the Level I grievance decision with the college personnel's administrative supervisor no later than 5 business days after receipt of the written decision from the Level I meeting.
- The administrative supervisor has 10 business days after receipt of the written grievance in which to fully investigate the matter and schedule a meeting with both parties.
- The administrative supervisor has 10 business days after the completion of the meeting to prepare a report of the disposition of the matter providing copies to both parties and to the Dean of Student Services with a copy of the official grievance letter Level I and Level II.

### LEVEL III

- The student may file a written appeal of the Level II grievance decision with the appropriate Administrative Cabinet member no later than 5 business days after receipt of the written decision from the Level II meeting.
- The Administrative Cabinet member must set a date for a hearing for all parties involved within 10 business days after receipt of the appeal. The hearing should occur no later than 30 business days after the receipt of the appeal unless reasonable circumstances prevent this.
- The appeal will be heard by the Student Grievance Committee and either or both parties may bring an attorney as counsel and/or persons to testify on their behalf with 5 business day's written notice.
- The Student Grievance Committee shall determine the outcome of the meeting by a majority vote. Within 10 business days after the meeting, the Administrative Cabinet member will send copies of a report of the disposition of the matter to both parties and to the Dean of Student Services with a copy of the official grievance letters Level I, Level II, and Level III. This decision is final.

# academic status and satisfactory academic progress

Your Academic Status and your Financial Aid Eligibility is determined by your Satisfactory Academic Progress (SAP). Your SAP is determined at the end of every semester against three criteria. Failing to meet any of these can affect your Academic Status and/or Financial Aid Eligibility.

## 1 CUMULATIVE GPA

In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA of 2.0.

## 2 PERCENTAGE OF ATTEMPTED COURSES COMPLETED

Students must complete at least two-thirds (67 percent) of all attempted credits, including transfer credits. (cumulative)

## 3 MAXIMUM CREDITS FOR PROGRAM COMPLETION\*

Students may not exceed 150 percent of the credits necessary for degree (for 124 credits that would be 186 credits).

### ACADEMIC WARNING → FINANCIAL AID WARNING STATUS

Students who do not meet GPA requirements or who do not complete a high enough percentage of attempted credits (cumulative) are placed on Academic Warning for a period not to exceed one semester.

Students on Academic Warning receiving financial aid will be automatically placed in a Financial Aid Warning Status for one semester. Students who fail to meet SAP requirements at the end of that semester will be placed on Financial Aid Termination. However, with a successful Financial Aid SAP Appeal, students may be placed on Financial Aid Probation and still be financial aid eligible.

### ACADEMIC PROBATION → FINANCIAL AID PROBATION

Students who fail to meet SAP requirements at the end of the warning period are placed on Academic Probation for a period not to exceed one semester. Students on Academic Probation are not eligible for financial aid unless a Financial Aid SAP Appeal has been approved.

Students who have successfully appealed the loss of their financial aid will be placed on Financial Aid Probation. Students on Financial Aid Probation are eligible for financial aid for one semester, after which they must be meeting all of the SAP requirements or the requirements of an academic success plan that was pre-approved by the Office of Student Success.

### DISMISSAL → FINANCIAL AID TERMINATION

Students who fail to return to good standing at the end of the probation period are academically dismissed, and are resigned from the college. Students are notified in writing by the Office of the Registrar when there is any change in academic status.

Students who choose not to submit a Financial Aid Appeal after receiving an Academic Warning or who do not meet SAP requirements after being placed on Financial Aid Probation for one semester or completion of their "Academic Plan for Success" are no longer eligible for financial aid until SAP requirements are met.

Students on Academic Warning or Academic Probation are strongly encouraged to contact the Office of Student Success to develop an Academic Plan for Success.

\*Students who reach the maximum credits for program completion are placed on Financial Aid Termination and may not appeal this status.

Students have the right to appeal academic and administrative decisions, per policy guidelines.

The Financial Aid Appeal should include a personal statement, supporting documentation describing the mitigating circumstances that prevented the student from meeting SAP requirements that the student feels deserves further consideration, and a signed Academic Plan for Success. The Financial Aid Appeal should be submitted in writing to the Director of Financial Aid within ten business days from the receipt date of the original request.

Students must meet with the Office of Student Success to develop an Academic Plan for Success. It is the student's responsibility to initiate contact with the Office of Student Success. Failure to submit an Academic Plan for Success will result in the student not being eligible for financial aid until SAP requirements are met. The student may not appeal this decision.

For full information regarding academic status, satisfactory academic progress and financial aid eligibility, please refer to the full College Policy-ADM 2.06 Academic Status and Satisfactory Academic Progress- found on the College website.

# personnel

## administration & staff

### **BASMA, NOEL**

*Simulation Technician Specialist*

**Degree and Institution:**

BS, Virginia Commonwealth University

### **BAWIEC, JOANN**

*Programming Coordinator*

**Degree and Institution:**

BA, Bloomsburg University of Pennsylvania

### **BUCKLEY, KATHLEEN G.**

*Coordinator of Continuing Education*

**Degree and Institution:**

MEd, George Mason University

### **CICCHETTO, MARLENE**

*Financial Aid Specialist*

### **DJEUKENG, BENJAMIN**

*Director of Institutional Effectiveness*

**Degree and Institution:**

PhD, The College of William and Mary

### **EDWARDS, MICHAEL**

*Certification Instructor*

### **ELLIS, J. SCOTT**

*Certification Coordinator*

### **FAULK, RANDY**

*Building Coordinator*

### **GAULT, PEGGY C.**

*Executive Assistant*

### **GOINS, JENNIFER**

*Sr. Development Officer*

**Degree and Institution:**

MA, Miami University

### **GREEN, MELANIE**

*Vice President, Provost*

**Degree and Institution:**

PhD, Louisiana State University

### **HIERHOLZER, KATHLEEN**

*Librarian*

**Degree and Institution:**

MSLS, Catholic University of America

### **HOLOWAYCHUK, ARLENE S.**

*Nursing Academic Success Coordinator,  
Assistant Professor*

**Degree and Institution:**

MSN/Ed, University of Phoenix

### **JACKSON, LINDA**

*Administrative Secretary*

**Degree and Institution:**

AA, Reynolds Community College

### **JACKSON, TROY**

*Certification Instructor*

**Degree and Institution:**

BS, Oregon State University

### **LISNER, LYDIA (DIA)**

*Registrar*

**Degree and Institution:**

BA, University of Richmond

### **MARSH, JULIE**

*Coordinator for Distance Education and  
Instructional Design*

**Degree and Institution:**

MEd, University of Richmond

### **MCCANN, TRACY**

*Administrative Secretary*

### **NEWCOMB, CARRIE**

*Associate Dean of Student Services*

**Degree and Institution:**

MEd, Virginia Commonwealth University

### **PERKINS, CHRIS-TENNA**

*Associate Dean of Nursing,  
Associate Professor*

**Degree and Institution:**

PhD, University of Northern Colorado

### **PETERSON, ALLISON**

*Career Counselor*

**Degree and Institution:**

MS Ed, St. Joseph's College

### **POAG, JAMI**

*Academic Counselor*

**Degree and Institution:**

MEd, Virginia Commonwealth University

### **PUGH, HOLLY L.**

*Dean of Clinical Simulation Center*

**Degree and Institution:**

MSHA, Virginia Commonwealth University

### **ROBERSON, PATRICIA**

*Administrative Secretary*

### **ROBERTS, BECKY**

*College Health and Wellness  
Program Coordinator*

**Degree and Institution:**

MHA, Capella University

### **RUPPERT, SHAWN M.**

*Registrar Specialist*

**Degree and Institution:**

BA, James Madison University

### **SACKENREUTER, ALLAN**

*Technical Coordinator*

**Degree and Institution:**

BS, Fort Valley State University

### **SORBELLO, BARBARA**

*Dean of Nursing, Professor*

**Degree and Institution:**

PhD, Florida Atlantic University

### **TERRELL, INGRID**

*Marketing Assistant*

**Degree and Institution:**

BA, City College of the City University  
of New York

### **VASQUEZ, MARIA**

*Admissions and Recruitment Specialist*

### **WELCH, REGINA E.**

*Dean of Finance and Administration*

**Degree and Institution:**

EdD, University of Phoenix

### **WINSTON, LESLIE**

*Dean of Student Services*

**Degree and Institution:**

MEd, Virginia Commonwealth University

### **WOYCHAK, CAROL**

*Admissions Assistant*

**Degree and Institution:**

BS, University of Florida

## faculty

### **ALLISON, DEANNA**

*Assistant Professor*

**Degree and Institution:**

MSN, Walden University

**Area of Teaching Specialization:**

Nursing

### **BROWNIE, KIMBERLY**

*Instructor*

**Degree and Institution:**

MSN, Walden University

**Area of Teaching Specialization:**

Nursing

### **CONOVER, POLLY**

*Simulation Instructor*

**Degree and Institution:**

BSN, University of Maryland, Baltimore  
County

**Area of Teaching Specialization:**

Simulation

### **DIGGES, JEANMARIE**

*Instructor*

**Degree and Institution:**

MSN, Virginia Commonwealth University

**Area of Teaching Specialization:**

Nursing

### **ELLESSOR, BARBARA S.**

*Assistant Professor*

**Degree and Institution:**

DNP, Old Dominion University

**Area of Teaching Specialization:**

Nursing



**FAW, KATHY***Assistant Professor***Degree and Institution:**

MSN, Walden University

**Area of Teaching Specialization:**

Nursing

**FEURER, AMY E.***Pre-Licensure Coordinator, Assistant Professor***Degree and Institution:**

MS, Virginia Commonwealth University

**Area of Teaching Specialization:**

Nursing

**FITZGERALD, BARBARA F.***Assistant Professor***Degree and Institution:**

MSN, Old Dominion University

**Area of Teaching Specialization:**

Nursing

**GARDNER, TRINA G.***Assistant Professor***Degree and Institution:**

MSN, Old Dominion University

**Area of Teaching Specialization:**

Nursing

**HOLOWAYCHUK, ARLENE S.***Nursing Academic Success Coordinator, Assistant Professor***Degree and Institution:**

MSN/Ed, University of Phoenix

**Area of Teaching Specialization:**

Nursing

**IVEY, JAN***Instructor***Degree and Institution:**

MSN, University of Alabama at Birmingham

**Area of Teaching Specialization:**

Nursing

**KRUKIEL, TAMERA S.***Assistant Professor***Degree and Institution:**

MS, Virginia Commonwealth University

**Area of Teaching Specialization:**

Nursing

**LIVERMAN, WENDI***Instructor***Degree and Institution:**

MSN, University of Phoenix

**Area of Teaching Specialization:**

Nursing

**MASSENGILL, SUSAN A.***Assistant Professor***Degree and Institution:**

MSN, Liberty University

**Area of Teaching Specialization:**

Nursing

**MIKELAITES, CATHERINE***Assistant Professor***Degree and Institution:**

MSN, Loyola University

**Area of Teaching Specialization:**

Nursing

**NASI, ROBIN***Instructor***Degree and Institution:**

MSN, University of Phoenix

**Area of Teaching Specialization:**

Nursing

**PEARSON, TAMARAH***Instructor***Degree and Institution:**

MSN, Liberty University

**Area of Teaching Specialization:**

Nursing

**PERKINS, CHRIS-TENNA***Associate Dean of Nursing, Associate Professor***Degree and Institution:**

PhD, University of Northern Colorado

**Area of Teaching Specialization:**

Nursing

**RATLIFF, LARA***Instructor***Degree and Institution:**

MSN, Virginia Commonwealth University

**Area of Teaching Specialization:**

Nursing

**ROBERSON, MELISSA***Assistant Professor***Degree and Institution:**

MSN, Liberty University

**Area of Teaching Specialization:**

Nursing

**SANGHA, RANI***Assistant Professor***Degree and Institution:**

MSN, Wheeling Jesuit University

**Area of Teaching Specialization:**

Nursing

**SCHULTZ, KARYN***Assistant Professor***Degree and Institution:**

MS, Virginia Commonwealth University

**Area of Teaching Specialization:**

Nursing

**SMITH, DIANE***Assistant Professor***Degree and Institution:**

DNP, Old Dominion University

**Area of Teaching Specialization:**

Nursing

**SORBELLO, BARBARA***Dean of Nursing, Professor***Degree and Institution:**

PhD, Florida Atlantic University

**Area of Teaching Specialization:**

Nursing

**SORRELL, ANGELIC***Simulation Instructor***Degree and Institution:**

MSN, University of Phoenix

**Area of Teaching Specialization:**

Simulation

**TENCH, TERI***Instructor***Degree and Institution:**

MSN, Liberty University

**Area of Teaching Specialization:**

Nursing

**TURNER, CHRISTINE K.***Associate Professor***Degree and Institution:**

PhD, University of Phoenix

**Area of Teaching Specialization:**

Nursing

**VASEL, LAURA A.***Post-Licensure Coordinator, Assistant Professor***Degree and Institution:**

MSN, Virginia Commonwealth University

**Area of Teaching Specialization:**

Nursing

**WHELPLEY, ROBIN***Associate Professor***Degree and Institution:**

PharmD, Virginia Commonwealth University

**Area of Teaching Specialization:**

Pathopharmacology

# Bon Secours Memorial College of Nursing Student Government Organization (SGO) Bylaws

## ARTICLE I.

The name of this organization will be known as the Student Government Organization (SGO) of Bon Secours Memorial College of Nursing, also called BSMCON SGO.

## ARTICLE II. Purpose and Functions

### **Section 1. The purpose of the BSMCON SGO is:**

Encourage the highest standards of honor and integrity in all matters of professional and social conduct.

Provide the opportunity for students to share their ideas, interests, and concerns of education with other students in this college.

Promote an atmosphere of cooperation, understanding, and communications among the students, Faculty, and Administration.

Promote programs and community service opportunities of professional interest and concern.

To promote a supportive, positive learning environment within the college by bringing together students from various levels, fostering involvement in team-building and social activities.

### **Section 2. The function of the BSMCON SGO is:**

Plan, promote, and coordinate educational, professional, recreational, and community service activities for students.

Provide programs and community service opportunities for the students and promote participation by the students.

To promote and encourage students' participation in interdisciplinary activities throughout the year.

To represent BSMCON to the consumer, to institutions, to the public, and to other organizations.

Provide a channel of communication and cooperation among students, faculty, and administration.

Promote the image of the students and college in the community.

Promote school loyalty.

To promote and encourage student body participation in college activities and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.

## ARTICLE III. Membership, Dues, and Budget

### **Section 1. Membership**

1. The membership will consist of all students currently enrolled in Bon Secours Memorial College of Nursing.
2. Guest membership is extended to the students in the St. Mary's School of Medical Imaging. Guest membership excludes voting privileges.

### **Section 2. Student activity fees**

1. Each student will pay annual student activity fees to the organization on registration day through assessed fees, designated as "Activities Fees." These funds are assessed by the college and can be found in the annual college catalog.

### **Section 3. Budget**

1. Fifty percent of dues are allocated for student activities deemed appropriate by the SGO; twenty-five percent of student activity fees are allocated to the use of the Global Outreach Committee and other mission activities (funds to be allocated in collaboration with the Global Outreach Committee); fifteen percent of student activity fees are allocated to legislative and professional organization activities; ten percent is allocated to other student organizations
  - a. Student organizations seeking funding must fill out and submit the Funding Request Form located in the SGO page on Blackboard. Priority will be given to those organizations who submit a request by March 1.
  - b. SGO Executive Board and SGO Advisors will schedule an Annual Budgeting Meeting for the specific purpose of allocating funds between March 1 and the April general SGO meeting. Representatives from other student organizations

requesting funds may be present to provide additional information and answer questions as required by the SGO Executive Board and by the SGO Advisors. A representative of the Global Outreach Committee may also be present to collaborate with SGO Executive Boards and SGO Advisors on the allocation of funds slated to the use of the Global Outreach Committee and other mission activities.

2. A yearly fiscal plan will be established in collaboration with the President, Treasurer, SGO Advisors, and Administration.
3. \$500 dollars will be allocated to the BSMCON Honor Society each semester.

## ARTICLE IV. Officers and Directors

### Section 1. Officers of the BSMCON SGO shall be president, vice president, secretary, and treasurer.

1. Purpose of Executive Board/Officers
  - a. to act as the administrative and coordinating body of SGO.
2. The Executive Officer Roles defined:
  - a. **PRESIDENT**

**Eligibility:**

    1. Must be a rising junior or senior.
    2. Must have served SGO in some capacity during the immediately preceding Semester, holding a position of Honor Council Representative, Chair, or Officer.

**Duties and Expectations:**

    1. Prepares the agenda and presides at all meetings of the SGO.
      - a. May coordinate with vice president to preside over the meeting in the event of president's absence.
    2. Schedules dates with SGO Advisors throughout the year for the organization's meetings and activities.
    3. Calls special meetings and activities.
    4. Attends new student orientation sessions to explain functions of SGO.
    5. Serves as a member of the Honor Committee of the SGO.
    6. Meets regularly with College Administration.
      - a. The President must contact the office of VP/Provost to schedule.

7. Appoint special committees as needed.
8. Serve as an ex-officio without voting privileges. The only exception to this is to break a tie in a voice or roll call vote.
9. Serves on the Student Affairs Committee.
10. Represents BSMCON SGO in matters relating to the organization.
11. Responsible for fulfillment of duties and expectations of Social, Community Service and Legislative Chairs.

#### b. VICE PRESIDENT

**Eligibility:**

1. Must be a rising second semester sophomore, junior or senior.
2. SGO Board participation preferred but not required.

**Duties and Expectations:**

1. Assumes all duties of President in absence of the President.
2. Assists the President in preparing the agenda for the meetings as indicated.
3. Replaces the President in the event of his/her resignation.
4. Assumes secretarial responsibilities in the absence of the secretary.
5. Reviews and gives recommendations for the Bylaws as a resource person in parliamentary procedures, and enforces Robert's Rules of Order.
6. Attends monthly Institutional Effectiveness meetings
7. Oversees and prepares annual Executive Report
8. Responsible for fulfillment of duties and expectations of Treasurer, Honor Council and Communications Chairs.

#### c. SECRETARY

**Eligibility:**

1. Must be a second semester sophomore, junior or senior.

**Duties and Expectations:**

1. Records and files the minutes of all SGO meetings, to include both General Body and Executive Board.
2. Maintains register to track attendance of regularly scheduled SGO meetings.
3. Prepares notices of meetings and events.
4. Handles all electronic communications for the organization.
5. Informs President of attendance issues.

#### **d. TREASURER**

##### **Eligibility:**

1. Must be a second semester sophomore, junior or senior.

##### **Duties and Expectations:**

1. Receives, records, and tracks disbursements of all funds.
2. Order and sale of T-Shirts
3. Manages applications for funds and presents forms for approval at the Annual Budgeting Meeting.
4. Keeps an accurate record of all organization funds and reports financial status annually and at each monthly meeting.
5. Gives an itemized report of receipts and disbursements at each general and Executive SGO meeting each month.
6. Submits a monthly report of receipts and disbursements to bursar and SGO Advisors.
7. Audits books with faculty advisors and incoming treasurer.
8. Balances bank statements against organizations records upon receipt of quarterly statement. Receipts will be verified by receipt book for all monies collected.

### **Section 2: Members with voting privileges include: Social Chair, Community Service Chair, Honor Council Chair, Communications Chair, and Honor Council representatives.**

#### **1. Eligibility to serve as SGO Chair**

- a. Student must be currently enrolled in BSMCON and in good standing academically.
- b. Student must not have any code of conduct violations.
- c. Student must commit to uphold our BSMCON Honor Code and attend monthly meetings as required.
- d. All officers, Chairs, and representatives will attend a minimum of 80% of monthly general and Executive meetings of the SGO.
  - i. If attendance falls below 80%, the following actions will be taken:
    1. The Chair will work with the President to resolve the issue.
    2. If the above actions do not resolve the attendance issue, the President will dismiss the Chair via a formal, written documentation.
- e. Must attend monthly Executive board meetings
- f. Chairs will attend Executive board orientation, date to be determined by advisors and SGO president.

#### **2. Social Chair/Co-Chair shall:**

- a. Plan and organize engagement activities to promote community among all students.
- b. Plan a calendar of activities, in conjunction with SGO Officers and Chairs, SGO Advisors, and general SGO members over the academic year.
- c. Produce advertisements of activities to be given to Communication Chair
- d. Negotiate and confirm expenditures with the organization and submit reports to treasurer, President and SGO advisors.
- e. Facilitate T-Shirt design contest.

#### **3. Community Service Chair shall:**

- a. Plan and organize local service projects/activities, including holiday projects.
- b. Attend new student orientation sessions to explain Community Service activities.
- c. Serves on the Student Affairs Committee.

#### **4. Honor Council Chair shall:**

- a. Must be a rising junior or senior.
- b. Uphold, promote and participate in the Honor Code System according to the College Honor Code System.
- c. Participate in Honor Review as stated in the College Honor Code System.
- d. Attend new student orientations to explain Honor Code System.
- e. Meet with Honor Council Representatives to explain the duties of their position and the Honor Council hearing process; this meeting occurs once in the spring, and once in the fall, and maybe scheduled either by the Chair or by vote of Honor Council
- f. Serves on the Student Affairs Committee.

#### **5. Communications Chair shall:**

- a. Serve as a contact with Marketing Office for newsletter information.
- b. Serve as SGO student body as the primary communications resource.
  - i. Writes, edits, and publishes a monthly student newsletter.
  - ii. Writes and/or collects and uploads all SGO Blackboard announcements.
  - iii. Maintains current updated information on the SGO tab on Blackboard, including newly elected Officers/Chairs, the newest monthly minutes, and announcements.
- c. Maintain ongoing college communications and events calendar.

- d. Responsible for updates to SGO bulletin board/ social media outlets.
- e. Serves on the Student Affairs Committee.

**6. Honor Council Representatives and Alternates shall:**

- a. At least three but no more than five Honor Council Representatives may serve.
- b. Participate in the Honor Code System, as stated in the Honor Code System.
- c. Support Honor Council Chair in Honor Code System education.
- d. Serves as a designated substitute in an honor review, as stated by Honor Code System as needed.

**Section 3: Ex-officio (non-voting) SGO Chairs include SGO Advisors to the SGO and Legislative Chair.**

**1. SGO Advisors shall:**

- a. Must be one staff member and one faculty member of BSMCON.
- b. Assist SGO members with planning and activities of SGO.
- c. Provide support and advice to the SGO officers.
- d. Provide input and/or approval to budget planning and expenditures as defined in these bylaws.
- e. Attend monthly general and Executive SGO meetings.
- f. Provide parliamentary education and facilitate Officer/Chair transitions.

**2. Legislative Chair shall:**

- a. Facilitate ByLaws review annually, to be completed by the November Student Affairs meeting.
- b. Assist in planning and organizing the annual elections proceedings.
  - i. Receive nominating emails during the nominations period
  - ii. Post the official slate of candidates, with included short bio statements.
  - iii. Participate in tallying the votes via survey online. SGO Advisors will assist in this process to maintain transparency.

## ARTICLE V. Election Process

**1. Nominations**

- a. Legislative Chair will receive nominations via email/ survey from students.
- b. Legislative Chair will post a slate on Blackboard of consenting candidates in advance of the date of voting. The date for voting will be determined by the Executive Board.
- c. Any student meeting the criteria of the office may be nominated by a peer or may be self-nominated.

**2. Election Proceedings**

- a. Elections will be held each Fall semester to promote continuity in SGO leadership.
  - i. Fall elections shall be conducted for the purpose of electing all SGO officers.
- b. All voting will be by secret ballot, such as online survey.

**3. Term of Office**

- a. The term will be one calendar year in length for each office, with each term beginning at December transition meeting
- b. The officers elect will be mentored by the current leadership for the remainder of the term, or at least one month. Both incoming and outgoing Officer/ Chair will attend the “transitional” monthly SGO meeting, where at least 30 minutes will be devoted to one on one education. Additional meetings between the incoming and outgoing officers/Chairs are encouraged during the transitional month.

**4. Vacancies**

- a. All vacancies, except the office of President, will be appointed by the President and approved by the Executive Board, via a vote with a quorum of Executives present. Electronic submission of votes is permitted.

# ARTICLE VI.

## Meetings

### Section 1: Monthly SGO meetings are open to all of the student body.

1. **All meetings of the SGO are considered “open” unless voted otherwise by the Board.**
  - a. Students may attend open meetings.
  - b. Students who are guest SGO members may speak once on each issue before the Board.

### Section 2: Quorum

1. In order for a quorum to be established at least one ex-officio officers, 4 of the Chairs and one of the SGO Advisors must be present.

### Section 3: Parliamentary Authority

1. The rules contained in the current edition of Robert’s Rules of Order Newly Revised (RRONR) shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.
  - a. SGO Officers and Chairs are encouraged to develop an understanding of RRONR, through independent review, group activities, and educational opportunities through SGO events. RRONR is the parliamentary authority for most professional organization; therefore, by learning the basic rules of “engagement” in a meeting setting, we are preparing ourselves to participate further in our professional careers.

### Section 4: Bylaws Revision:

1. Bylaws will be reviewed annually by each new board, and revised to reflect the needs of the students.
2. Bylaws may be amended by a 2/3 vote of the voting body as defined above.
3. Bylaws may be ratified by Student Affairs Committee.

These by-laws have been amended on: March 16, 2016.





**Memorial College  
of Nursing**

8550 Magellan Parkway, Suite 1100  
Richmond, VA 23227  
P: (804) 627-5300 | F: (804) 627-5330  
**[www.bsmcon.edu](http://www.bsmcon.edu)**

*Certified to operate by State Council of Higher Education for Virginia.*

Follow us:    