

BON SECOURS MEMORIAL COLLEGE OF NURSING

ADDENDUM TO CATALOG & HANDBOOK

2010-2011



Bon Secours Memorial College of Nursing
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The contents of the Catalog and Handbook do not create a contract nor do they constitute a guarantee of continued enrollment at the College of Nursing. The College reserves the right to modify, amend or delete statements and to make changes in the Catalog and Handbook, curriculum, calendar, financial aid, and College policies as deemed necessary. Each student is held responsible for the information contained in the Catalog and Handbook. Policy changes are communicated via the college's web site, www.BSMCON.edu and BlackBoard. Failure to read or comply will not excuse the student from accountability.

January 17, 2011

ADMISSIONS

Bon Secours Memorial College of Nursing enrolls entry level students twice a year. The admissions deadlines are published on the College web site at www.BSCON.edu. Applications may be accepted after these dates at the College's discretion.

Qualified applicants are considered for admission regardless of age, gender, race, color, religion, national origin, marital or veteran status or physical or mental condition(s), so long as the condition(s) does not limit the applicant's ability to perform the essential functions of a nursing student with or without reasonable accommodation.

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. Graduation from an accredited high school, preferably in the upper one-third of class. Ability to benefit test is not applicable. Consumer information can be found at www.BSMCON.edu.

- Financial Aid Information
- General Information
- Student Right-To-Know Act
- Drug and Alcohol Abuse Prevention Information
- Cleary (Campus Security) Act
- FERPA (Family Educational Rights and Privacy Act)

Admission into the College of Nursing is competitive. The admissions process for all accepted applicants involves two stages: conditional acceptance and full acceptance. An applicant who meets all admission requirements is not guaranteed admission to the program.

Admissions policy and materials can be found at www.BSMCON.edu and in the Admissions policy:

To be eligible for admission in any year, the application and all required materials must be received by the College of Nursing by the deadlines. Classes usually begin in August/September and January of each year. The deadlines are published on the college's web site. Applications may be accepted after these dates at the College's discretion. Qualified applicants are considered for admission regardless of age, gender, race, color, religion, national origin, marital or veteran status, or physical or mental condition(s), as long as the condition(s) do not limit the applicant's ability to perform the essential functions of a nursing student with or without reasonable accommodation.

Basic Admission Requirements for All Applicants

- Graduation from an accredited high college, preferably ranked in the upper one-third of the class or state approved home school program.
- GED certificate or attestation in lieu of a high school diploma.
- When appropriate, the applicant may complete attestation forms for high school.
- Completion of 11 academic units in Grades 9-12 as follows:

English	4 units
Biology	1 unit
College Prep Chemistry	1 unit

Algebra I	1 unit
Social Sciences	2 units
Electives	2 units

(Recommended electives include computer science, psychology, physics, sociology, advanced biology, or foreign language)

- Achievement of a cumulative grade point average of 2.5 or above from high school courses and minimum grade of C in Algebra I, Biology, and College Prep Chemistry. Courses taken after high college may satisfy these requirements based on the decision of the Admissions Committee.
- Achievement of a cumulative grade point average of 2.5 or above from any accredited college courses taken. Transfer credit is given for a grade of C or above in comparable college non-nursing courses. All math and science courses must be less than or equal to five years in age at the time of the application submission to be considered for transfer credit.
- Official transcripts are required from high school, the Graduate Education Development (GED) program, professional schools, and all colleges/universities attended.
- Scholastic Aptitude Test (SAT) or American College Testing (ACT) Scores (applicants 22 years of age and older or who have taken a minimum of 18 college credits on or before the deadline are exempt.)

Placement tests that may include English and Math may be taken from a community college such as J. Sargeant Reynolds Community College (JSRCC).

In addition, applicants for the Diploma and BSN Traditional Tract have these requirements:

- 1) The Test of Essential Academic Skills (TEAS) is required for traditional tract BSN and Diploma applicants after submitting an online application. A minimum score is required for the math and science sections in order to continue with the application process.
 - 2) 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.
 - 3) Three reference forms are required. The forms should be from professional contacts only. References from relatives and friends are not accepted. References should ideally be obtained from each of the following: a teacher or professor, an employer, and a volunteer experience, preferably in a health care setting.
- If you have previously or are currently enrolled in a College of Nursing, a letter from the Director of the program verifying academic standing and clinical competence may be requested.
 - Submitted online application and application fee (applicants for all programs.)

COMPUTERS & INFORMATION SYSTEMS

COMPUTER LAB & EQUIPMENT

Students and faculty are encouraged to use the Computer Lab to augment nursing knowledge and decision-making. Computers in classrooms and offices may not be used by students except under the direct supervision and responsibility of the Bon Secours employee to whom the computer is assigned. It is a violation of Bon Secours Virginia Health System policy to use the College's computers for personal matters unrelated to College requirements.

Computer equipment should remain "ON" throughout the day.

All computer software is to be used ethically and in accordance with all copyright and site license regulations. Computers, wiring, hardware, peripherals and other equipment should not be moved, unplugged, or modified in any way. No non-college-owned or licensed programs should be downloaded into College equipment.

INTERNET ACCESS

Access to a computer with internet access is required for all students enrolled in the program. All RN to BSN (Online) Program Tract students must have access to **high speed internet**.

ILLEGAL PEER-TO-PEER FILE SHARING

The College is committed to preventing the misuse of the College's systems, including the unauthorized distribution of copyrighted material by users of its systems,

PROHIBITED ACTIVITY

It is a violation of policy to use the College' 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 when:

- (a) the file is copyrighted but distribution to the user has not been authorized by the copyright owner;
- (b) the intended use under the relevant circumstances is specified as illegal by any federal or state law, statute, regulation, proclamation, order, or decree;
- (c) 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; or
- (d) 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 P2P file sharing. An infringing user shall bear legal and financial responsibility for events or activities resulting from or associated with misuse of P2P applications and any other illegal activity conducted by or through the College's systems

DISCLOSURE

The Office of the Assistant Dean of Students shall be responsible for disseminating through the College's website, email, orientation, and/or student publications an annual notice to enrolled students that summarizes the College's policies and sanctions related to infringement of copyright (as defined in the College's Copyright Policy - See ADM 1.13) including: a statement that explicitly informs its students that the unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject the student to civil and criminal liabilities and a summary of the penalties for violation of Federal copyright laws. It is incumbent upon the student to be aware of what constitutes copyright infringement or peer-to-peer file sharing that may violate this policy.

In addition to barring access to the College's systems, any users who violates this policy may also be subject to other appropriate discipline, up to and including expulsion.

Grading System

Diploma

Evaluation is a shared responsibility between student and instructor , including self-evaluation. Each course outline contains the course requirements and criteria for determining the theory and 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; and 79.9 = 79. Student testing within each course will account for 79% of the total student grade per course.

BSN

Evaluation is a shared responsibility between the student self evaluation and the instructor, formative and summative evaluation. Each course outline contains the course requirements and 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; and 79.9 = 79.

Diploma

Letter Grade	Numerical Equivalent	Point Interpretation	Value Per Course Credit
A	94-100		4.0
B+	90-93		3.5
B	87-89		3.0
C+	83-86		2.5
C	80-82		2.0
D	75-79	Unsatisfactory	1.0
F	0-74	Failing	0



BSN

A	94-100	Excellent	4.0
B	87 - 93	Above Average	3.0
C	80 - 86	Average	2.0
D	73-79	Unsatisfactory	1.0
F	0-72	Failing	0

Diploma/ BSN

I*	---	Incomplete	No Credit
WP*	---	Withdrew Passing	No Credit
WF	---	Withdrew Failing	0
W*	---	Withdrew per policy for new course	0
P	---	Passing	
F	---	Failing	

*Not tabulated in grade point average

- Skill and clinical grades are awarded based upon satisfactory or unsatisfactory work.
- The grade point for a course is tabulated by multiplying the total number of course credits by the grade value (see above tables).

Example:

<u>Course</u>	<u>Credits</u>	<u>Grade</u>	<u>Grade Point</u>
Course 1	3	x	B (3.0) = 9.0
Course 2	4	x	A (4.0) = 16.0
Course 3	3	x	C (2.0) = 7.0
Total:	10		32.0

The cumulative grade point average is calculated by dividing the total number of grade points earned by the total number of credits attempted, both at the College of Nursing and at JSRCC.

Example: **Total grade points / Total credit hours = Cumulative grade point average**

A student who receives less than a 'C' in a course(s) must repeat the course(s) to meet curriculum requirements. A nursing course may be repeated only once. When a course is repeated, the transcript shows the original and the repeated grades. The last grade replaces the previous grade in computing the cumulative GPA and is noted by an 'R' preceding the grade. The original grade is noted by <> and is not included in the cumulative GPA. Beginning in January, 2009, both the original and repeated course grades are used to calculate the cumulative GPA.

A student who receives an Incomplete (I) will have six (6) weeks to complete course work. If the course work is not completed satisfactorily within 6 weeks the grade will result in a Failure (F). A waiver may be granted for extenuating circumstances.

Satisfactory Academic Progress

Satisfactory Progress must be maintained by all students whether they receive financial aid or not. There are three measures for SAP:

Cumulative grade point average (GPA)

In order to meet the qualitative standard for SAP, students must maintain, every semester, a minimum cumulative GPA of 2.0 on a scale of 4.0, C, or its equivalent, or have academic standing consistent with graduation. No nursing course may be repeated more than once. Failure of any two nursing courses in the program results in dismissal from the program and cancellation of eligibility for financial aid.

Students who do not meet the cumulative grade point average standard for two consecutive semesters will be dismissed. A student not meeting the cumulative GPA standard may appeal the dismissal. (See SAP Appeal Policy.)

Percentage of attempted courses completed

The student must complete 67% of the all credits attempted (cumulative.) Should the student not achieve the 67%, he/she will then be placed on academic probation for one semester. Should the student not raise the cumulative GPA credits attempted above 67% at the end of the probation period, he/she will be dismissed.

Maximum allowable credits for program completion

(Total Program credits minus transfer credits) multiplied by 150%.

Complete all academic requirements within 150% of the published length of the program.

All credits attempted while enrolled at Bon Secours Memorial College of Nursing count toward the 150% of the standard program length. Students who complete the program within the maximum time frame will receive a diploma.

In no case can a student exceed one and one-half times the standard number of credits as defined by the College either as a regular student or in an extended enrollment status (granted at the discretion of the College) and receive the original academic credential for which he or she enrolled. In situations that exceed the maximum time frame, students will be awarded a Certificate of Completion instead of the original academic credential of a diploma. Additionally, once a student exceeds 150% of the standard program credits, the student is ineligible for financial aid.

	Standard Program Credits	Maximum Program Credits – (150% OF STANDARD)
PROGRAM – Registered Nurse		
Number of credits without Transfer credits	110 CREDITS	165 CREDITS
Number of credits with maximum General Education Transfer credits	66 CREDITS	99 CREDITS

SAP is evaluated at the end of every semester.

ACADEMIC PROBATION

A cumulative GPA of 2.0 or higher in all nursing and non-nursing courses is required for progression to the next level of the curriculum and to graduate. A student with a cumulative GPA < 2.0 in all nursing and non-nursing courses may continue course work within their current level of curriculum or in courses without prerequisites but will be placed on ACADEMIC PROBATION for a period not to exceed one semester. If a cumulative GPA of ≥ 2.0 is not achieved by the end of the probation period, the student is academically dismissed and must withdraw from the program. A probation period is defined as one semester (fall, spring, or summer for Diploma students; fall or spring for BSN students). Students on Academic Probation are NOT eligible for financial aid unless an APPEAL has been approved by the Admission/Progression/Graduation (APG) Committee (See SAP Appeal Process.)

REPEATED COURSES

Both the original and the repeated course grades are used to calculate credit hours attempted, GPA, and SAP.

TRANSFER CREDITS

Transfer credits completed prior to enrollment will neither count toward a student's GPA nor will be used to determine SAP. Only courses taken while enrolled at Bon Secours Memorial College of Nursing will count toward a student's GPA and will be used to determine SAP.

INCOMPLETE GRADES

Courses receiving a grade of an Incomplete (I) 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 satisfactory progress standard for % of attempted courses completed due to an incomplete grade for a course, the recording of a successful completion grade within a semester which brings a student's % of attempted courses completed up to the SAP standard will restore financial aid eligibility for the current semester.

OTHER NON-PUNITIVE AND FAILING GRADES

All courses receiving grades of In Progress (IP), Withdrawn (W), Withdrawn Failing (WF), Withdrawn Passing (WP), and Failing (F) are considered NOT earned course credits. These grades/credits will be considered in the calculation of attempted credits, % of attempted courses completed, and meeting SAP requirements.

REMEDIAL COURSEWORK

Remedial coursework completed will not count toward a student's GPA and will not be used to determine SAP.

NON-CREDIT COURSEWORK

Only courses approved for the curriculum are recorded on the academic record, and are used to evaluate SAP, and are used to determine financial aid.

DEFAULT ON PAYMENT

All financial obligations are met prior to the start of registration of courses for the next semester. A student who defaults on payment is not eligible to register for the next semester.

WITHDRAWAL

If a student withdraws from a course either voluntarily or involuntarily, the credit hours attempted for that course will be included in the calculation used to determine the maximum credits for program completion.

If a student withdraws from the Program either voluntarily or involuntarily, the student must meet the standards for readmission. All prior Bon Secours Memorial College of Nursing credit hours attempted and all post secondary education institutions' GPA's will be used in determining readmission.

CHANGING PROGRAMS WITHIN THE COLLEGE

At this time, Bon Secours Memorial College of Nursing offers three programs - Registered Nurse Diploma, Bachelor's of Science in Nursing Traditional Tract and the RN to BSN (On-line) program.

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. Violation of any one of the three measures of SAP (≥ 2.0 cumulative GPA, completion of 67% of credits attempted and not more than 150% of allowable credits) will result in loss of financial aid eligibility. 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 nursing students who wish to establish or maintain financial aid eligibility. These standards apply to a student's entire academic record at Bon Secours Memorial College of Nursing, whether or not financial aid was received for prior terms of enrollment. Failure to maintain SAP will result in cancellation of eligibility to receive funds from federal (Title IV), state, private, and Bon Secours Memorial College of Nursing aid programs.

SAP is verified at the end of every semester. Students are notified in writing by the Office of Financial Aid when they do not meet SAP and lose their financial aid eligibility. A student who has lost his/her financial aid eligibility will have his/her financial aid eligibility reinstated for the following semester if he/she makes SAP at the end of his/her current enrolled semester.

SAP APPEAL PROCESS

A student who is placed on probation or dismissed for failure to maintain SAP may appeal the action through the following process:

The appeal must be submitted in writing and describe any mitigating circumstances the student feels deserve further consideration (e.g., death in the family, illness of the student, etc.) The appeal is sent to the Assistant Dean for Student Services who presents to the APG (Admission, Progression and Graduation) Committee; the APG Committee will then review the written records, collect other information as necessary, and issue the final determination within ten (10) working days from the receipt date of the original request. The APG Committee will not review appeals until all the information requested has been received.

If the APG Committee grants a student's appeal, the student will be placed on academic probation for one semester and will be considered making satisfactory academic progress during that period.

Federal, state, private, and Bon Secours Memorial College of Nursing 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), Veterans Educational Benefits, National Guard Educational Benefits, Lettie Pate Whitehead Scholarship, St. Luke's Scholarship, The Modlin Scholarship, and the Mary Marshall Nursing Scholarship.

TRANSFER CREDIT

The College will review nursing and non-nursing courses successfully completed prior to enrollment at the College of Nursing for transfer credit.

PURPOSE:

To grant students transfer credit, when applicable, for classes that are part of the College of Nursing curriculum.

PROCEDURE:

Non-Nursing Courses Prior to Enrollment:

The College of Nursing will accept transfer credits providing:

- Credits were earned at institutions accredited by agencies recognized by the United States Department of Education
- Course content was substantially similar to the required BSMCON course
- Course credit was equivalent to the required BSMCON course as determined by the BSMCON
- Grade of "C" or above was achieved. 1

Math and Science courses must be less than or equal to five years in age from the date of application to be considered for transfer credit. 2

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. 2

Advanced Placement courses with official scores of 3 or higher in Advanced Placement Tests of the College Entrance Examination Board may be transferable.
International Baccalaureate Diploma Programme courses with official scores of 4 to 7 on higher level subjects and 5 to 7 on standard level subjects may be transferable.

CLEP (College Level Examination Program) examinations recognize college level achievement. Only the examinations listed below will be accepted for course equivalency/transfer. A score of 50 or greater must be achieved.

Examination: Course Equivalent:

American Literature LIT**
Analyzing and Interpreting Literature LIT**
College Composition ENG 111 and ENG 112
College Mathematics MTH 120*
College Algebra MTH 163*
College Algebra-Trigonometry MTH 166*
Calculus with Elementary Functions MTH 173*
English Literature LIT**
Introductory Psychology PSY 201
Human Growth & Development PSY 230
Humanities ARTS**
Introductory Sociology – Comparative SOC 200 3

- *Credits for these exams are applicable only to Diploma students.
- **Credits for these exams are applicable only to BSN students.

Nursing Courses Prior to Enrollment:

Transfer credit may be given for a grade of "C" or above in nursing courses completed in the previous three (3) years at an institution accredited by agencies recognized by the United States Department of Education and are NLNAC accredited.¹

Only courses taken while enrolled at Bon Secours Memorial College of Nursing will count toward a student's GPA.

The acceptability and transferability of nursing credits from Bon Secours Memorial College of Nursing and J. Sargeant Reynolds Community College depend upon the receiving institution's admissions and placement policies.¹ Credits for shorter courses, for example, quarter hour credits, are converted to semester hour credits.⁴

Footnotes

1 DiPaola, T. (2006). Transfer and articulation. In B. Lauren (Ed.), *Registrar's guide: Evolving best practices in records and registration* (pp. 259-274). Washington, DC: American Association of Collegiate Registrars and Admissions Officers.

2 Cunningham, B. W. (2006). Registration and related functions. In B. Lauren (Ed.), *Registrar's guide: Evolving best practices in records and registration* (pp. 79-99). Washington, DC: American Association of Collegiate Registrars and Admissions Officers.

3 *CLEP exam descriptions*. (2010). Retrieved from <http://www.collegeboard.com/student/testing/clep/exams.html>

4 Accrediting Council for Independent Colleges and Schools. (2010). *Accreditation criteria policies, procedures, and standards*. Washington, DC: Author