BON SECOURS
MEMORIAL SCHOOL OF NURSING

BULLETIN
(CATALOG & STUDENT HANDBOOK)
2009-2010

8550 Magellan Parkway, Suite 1100
Richmond, VA 23227
Phone: (804) 627-5300, Fax: (804) 627-5330
www.mrmcnursingschool.org

The contents of the Bulletin do not create a contract nor do they constitute a guarantee of continued enrollment at the School of Nursing. The School reserves the right to modify, amend or delete statements in the Bulletin and to make changes in the curriculum, calendar, financial aid, and school policies as deemed necessary. Each student is held responsible for the information contained in the Bulletin. Policy changes are communicated via the school’s web site, www.mrmcnursingschool.org and as addenda to this Bulletin. Failure to read or comply will not excuse the student from accountability.

Effective 2009-2010 academic year
Amended 10.22.2009
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Modlin Scholarship ($2,000).................................................................20

Nursing 211 Pathopharmacology: A systems approach is used to examine pathophysiologic concepts as a basis for nursing practice. This course focuses on the cellular aspects of disease, alterations in organ and system functioning and dynamics of body defenses. The effects of the disease states are explored through the response patterns of human functioning. Therapeutic and pharmacologic regimens for selected pathophysiologic disorders are examined. Nursing considerations and Client teaching are also emphasized. Total Course Hours: Nursing 211 is a 2 credit hour course consisting of 2 hours of lecture weekly.........................................................33
WELCOME

Welcome to Bon Secours Memorial School of Nursing! The academic year 2009-200109 promises to be an enriching year. As a student, you will have opportunities to enrich your learning, develop your leadership potential and enhance your growth. We hope you will take full advantage of these opportunities.

This Bulletin has information to help you progress through the program. Please read and use the bulletin as a reference. When guidelines/policies are added or modified, a notice will appear as supplemented material to this document. Please seek clarification if you have questions.

Best wishes for a successful year ahead!

Sincerely,

Susan Bodin, EdD, RN, BC
Dean, Bon Secours Memorial School of Nursing

BON SECOURS
MEMORIAL SCHOOL OF NURSING – “the Pin”

The colors for the School pin are Bon Secours blue and gold. The Fleurs de lis, the dominant feature of the pin, is the identifying mark of Bon Secours.

The lamp is a replica of the Florence Nightingale lamp and represents the profession of nursing. The flame of the lamp serves as a symbol of hope, caring and enlightenment provided by the nurse. The lamp is superimposed upon leaves of ivy, which denote attainment of knowledge and skills. The foundation of care provided for others stems from education, which is an ongoing process represented by the placement of the ivy leaves.

The year, 1961, denotes the founding date of the original nursing school, the Richmond Memorial School of Nursing. The circular inscription represents the School’s commitment to the community and to education, while embracing the mission and values of Bon Secours.
TELEPHONE NUMBERS

Main Telephone: 627-5300
Main Fax (627-5330)
M to F (7:00AM-8:30PM) - Sat. (10:00 to 4:00PM) - Closed Sunday

Administration, Assistant Dean 627-5452
Admissions and Marketing Director 627-5381
Admissions and Recruitment Specialist 627-5339
Bookstore & Building Coordinator 627-5388
Bursar 627-5362
Chaplain 281-8303
Counseling, Personal 342-1501
Curriculum & Instruction, Assistant Dean - For appointment, call 627-5325
Dean - For appointment, call 627-5325
Financial Aid, Director 627-5329
Financial Aid Specialist 627-5301
Librarian 627-5340
Registrar 627-5331
Registration and Enrollment, Director 627-5335
Skills Lab Coordinator 627-5394
Student Academic Success, Director 627-5346
Student Government Organization, Advisor 627-5332
Student Placement Specialist 627-5305
Student Services, Assistant Dean 627-5350
Wellness Services 627-5147

EMERGENCIES
Receptionist (627-5300)
Parking/Safety/Security: John Frost (days-264-8005), Security (330-0093)
Henrico County Police, non emergency (501-5000), emergency 911

The School will send the following security and weather alerts as both emails and
text messages. Students must activate the text messaging option by logging into their
Sonis Web account and selecting the Update Bio icon to input cell phone number
and provider, check the “Text Me” flag and click submit to save the updated Bio
settings.

BSMSON Tornado – Take Cover
BSMSON Tornado – All Clear
BSMSON Snow Alert – Closed - Time
BSMSON Security Alert – Do Not Enter Building
BSMSON Security Alert – Stay in Building
BSMSON Security Alert – All Clear
BSMSON Closed - Day/Date/Time
ACCREDITATION

Bon Secours Memorial School of Nursing is approved to operate by the State Council of Higher Education in Virginia and the Virginia Board of Nursing. The School is accredited by the Accrediting Council for Independent Schools and schools. The diploma nursing program is accredited by the National League for Nursing Accrediting Commission. The School is a member of the Assembly of Hospital Schools of Nursing in Virginia. Bon Secours Memorial Regional Medical Center is fully accredited by the Joint Commission on Accreditation of Healthcare Organizations. The School of Nursing is owned by Bon Secours Memorial Regional Medical Center, which is responsible for the School's operation.

<table>
<thead>
<tr>
<th>National League for Nursing Accrediting Commission</th>
<th>Virginia Board of Nursing</th>
<th>State Council for Higher Education in Virginia</th>
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<tbody>
<tr>
<td>61 Broadway</td>
<td>9960 Mayland Drive, #300</td>
<td>101 N. 14th Street</td>
</tr>
<tr>
<td>New York, NY 10006</td>
<td>(804) 662-9909</td>
<td>Richmond, VA 23219</td>
</tr>
<tr>
<td>(212) 363-5555</td>
<td></td>
<td>(804) 225-2600</td>
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DIRECTIONS

Located in Henrico County, Bon Secours Memorial School of Nursing is easily accessible from major Interstates 95 and 295.

From I-95: Take I-95 to the Parham Road East exit. Travel down Parham Road approximately 2 miles. The School of Nursing is on the left in the Windsor Business Park at 8550 Magellan Parkway.

From I-295: Take I-295 to US Rt. 301. Exit towards Richmond and travel to the second stoplight. Turn right on Parham Road. The School of Nursing is on the right in the Windsor Business Park.
Bon Secours Memorial School of Nursing (BSMSON) admits students of any race, color, religion, national or ethnic origin, or physical or mental condition(s) so 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 to all the rights, privileges, programs, and activities generally accorded or made available to students in the program. BSMSON does not discriminate based on race, color, religion, national or ethnic origins in administration of its educational policies, admissions policies, scholarship and loan programs, or other School administered programs. BSMSON is an equal opportunity education institution.

BSMSON is a division of Bon Secours Memorial Regional Medical Center of the Bon Secours Virginia Health System. The School reports directly to the CEO of Bon Secours Memorial Regional Medical Center. The CEO reports to the Memorial Regional Medical Center Board of Directors.

Board Members: Toni Ardabell; Jean Bolling; Dr. John Bowman; Peter Cleal; Dr. Robert Cohen; Dr. Alexander Corbett III, PhD.; Mark Gordon; Dr. Richard Jackson; Kenneth Jones; Dr. Thom Morris; PhD.; John Muldowney; Joanne Nattrass; W. T. Patrick; Michael Robinson; Sr. Vicky Segura, MD, CBS; Michael Williams.

**HISTORY OF THE HOSPITAL**

Originally, Richmond Memorial Hospital was built as a living expression of hope for the future of human kind. Chartered “as a permanent memorial” by the City of Richmond on July 21, 1947, it came to be because some people wanted to provide a monument appropriate to the memory of the young men and women from the Richmond, Chesterfield, and Henrico area who gave their lives in World War II. The Honor Roll, in the form of a large marble tablet, named those who died from September 20, 1940, to December 31, 1946. The marble tablet was placed in the hospital Chapel.

With the opening of Hanover Medical Park in Mechanicsville in 1993, the hospital further expanded patient services. This facility includes a Diagnostic and Treatment Center, the Community Center for Health Education, and a Medical Mall, housing various health care services operated by affiliated agencies. Health Corporation of Virginia, the parent company of Richmond Memorial Hospital, launched a replacement hospital for Richmond Memorial at Hanover Medical Park, in collaboration with Bon Secours Richmond. Bon Secours Memorial Regional Medical Center opened on May 30, 1998.

Bon Secours Memorial Regional Medical Center is part of the Bon Secours Virginia Health System, 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 (Good Help), an international religious congregation devoted to the care of the poor and sick, was founded in Paris in 1824. In the United States, the congregation’s health care ministries, which are operated by the not-for-profit Bon Secours Health
System Inc., include acute care hospitals and long-term care facilities, along with clinics, home health care services, and hospices.

HISTORY OF THE SCHOOL OF NURSING

The Bon Secours Memorial School of Nursing is sponsored and supported by Bon Secours Memorial Regional Medical Center. The mission of our School is to benefit the students, the hospital, and the community, and to improve the quality of nursing care. Richmond Memorial School of Nursing was started in 1961. In 1998 as Richmond Memorial Hospital joined the Bon Secours Health System, the school was renamed the Bon Secours Memorial School Nursing. In 2009, the school started doing business as the Bon Secours School of Nursing.

The nursing program offers a diploma in nursing. The School focuses on strong clinical practice application and nursing theory beginning early in the first year. Early student involvement with patients is a strength of our program. Our approach to education involves a progressive series of carefully selected learning experiences planned and guided by the faculty. We revise the curriculum to anticipate the ever-changing and demanding healthcare environment.

MISSION and VALUES

BON SECOURS HEALTH CARE SYSTEM-VIRGINIA

Vision
Rooted in our faith-based values, Bon Secours Virginia is known for improving the health and well-being of the population throughout the region. We will deliver the highest quality care; compassionately, efficiently, and at a reasonable price. Through partnerships with physicians, and others, we will provide a full spectrum of health and illness.

Mission
To provide compassionate, quality healthcare services to those in need, including the poor and dying, for the purpose of alleviating human suffering and bringing people to wholeness in the midst of pain and loss.

Values
- Integrity—a highly-developed sense of ethical behavior, consistent with that expected of an individual or organization with great moral character.
- Justice—the value that supports and protects the rights of all people.
- Stewardship—the responsible use of all Bon Secours resources for that for which they are intended to support, promote, expand, and preserve our mission and ministry.
• Growth—developing and improving our services and promoting self-renewal and progressive development programs for those with whom we work, our organization, and our community.
• Innovation—the process of creating or managing new ideas, methods and technologies to vitalize existing services and to develop new ones.
• Respect—our commitment to treat people well.
• Quality—continuous improvement of our service through understanding and acting on the needs and expectations of those being served.
• Compassion—experiencing empathy with another’s life situation.

BON SECOURS MEMORIAL SCHOOL OF NURSING

Vision
Bon Secours Memorial School of Nursing will be a progressive program of nursing education committed to excellence in meeting the changing needs of our consumers.

Mission
The mission of Bon Secours Memorial School of Nursing is to provide a quality program of nursing education designed to prepare reflective, caring, entry-level practitioners and to assist in establishing a foundation for lifelong learning.

Values
Bon Secours Memorial School of Nursing follows the values of the Bon Secours Virginia Health System.

PHILOSOPHY

The philosophy of the faculty of the Bon Secours Memorial School of Nursing is based on our beliefs about the nature of an individual, the environment, health, nursing, the community, nursing education, learning, the School, faculty, students, and our community responsibility.

We believe that individuals are unique, complex beings with physical, emotional, cognitive, socio-cultural, and spiritual dimensions. Dignity and worth are inherent within individuals. Individuals strive to meet human needs and have the right to be treated with care and respect.

Health is a dynamic state of optimal physical, emotional, cognitive, socio-cultural, developmental and spiritual well-being of an individual, group or community. Health is conceptualized on a continuum from wellness to illness, with wellness being a self-perceived integrated process toward fulfillment of one’s potential. We believe that health requires ensuring that the basic rights of all individuals, especially the poor and the dying, have equitable access to the health care system.
We believe that nursing is both an art and a science, with a focus that is spiritual, holistic, caring, inquiring and unifying. Nursing applies critical thinking to a body of knowledge through the nursing process in the holistic support of health for consumer and the community reaching beyond the walls of tradition to improve our community.

We define community as a group of individuals who share a commonality within the environment. Community is multicultural and diverse. The community provides opportunities for individual and family growth, livelihood, socialization, education, safety, security and spiritual fulfillment.

Nursing education is a progressive program, which prepares caring, reflective practitioners who can function in a variety of settings within the community. We believe that nursing education is a process whereby knowledge, competencies and attitudes needed for professional nursing practice are coached and empowered (Billings & Halstead, 2009). A facilitative relationship exists between students and faculty, which results in the development of professional ideals and clinical proficiency.

Learning is a continuous, life-long process that is enhanced when the learner is an active participant. We believe that optimal learning occurs through discovery. School is comprised of a climate and culture of freedom to inquire, paired with facilities and resources for learning.

Faculty enhances the personal and professional development of students by acting as facilitators and role models. We believe that faculty respect students’ individual learning needs, model the value of caring and validate students as individuals with intelligence, worth, and dignity.

Students are responsible for their learning and are self-directed and goal-oriented. We believe that students are able to self-evaluate and act on that evaluation.

Our community responsibility encompasses the Bon Secours mission of “good help to those in need,” which requires our involvement as change agents. We believe that our community responsibility is demonstrated in mission outreach activities, which foster faculty and student growth in the values of integrity, justice, stewardship, innovation, respect, quality, and compassion.


**ACADEMIC WARNING AND PROBATION**

A cumulative GPA of 2.0 or above 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.) Cumulative GPA’s are reviewed at the end of each semester.

Students who are being readmitted may have a GPA of less than 2.0 while they repeat a course, but must bring the GPA up to at least 2.0 by the end of the second semester in which they return. Students are considered to be on ACADEMIC WARNING for those two consecutive semesters unless a GPA ≥ 2.0 is achieved by the end of the first semester, placing the student in good academic standing. Students on academic warning are NOT eligible for financial aid.

ACADEMIC TERMS

Pursuant to the Department of Education regulations governing the definition of academic terms, the Bon Secours Memorial School of Nursing will follow the guidelines as defined in 34 CFR 668.2 and 34 CFR 668.4. That is, within the nursing program of study, the academic terms have been designed as standard terms. Standard terms are defined as three semesters that are generally 14 to 17 weeks long with full time status being 12 credit hours of study. Shorter terms or modules can be combined to meet the requirements of a standard term. This treatment must be applied to all students whether or not they are participating in Title IV financial aid.

Bon Secours’ published program length with the Department of Education under the Participation Agreement is three standard terms during an academic year. There may be instances where a semester is made up of two eight-week modules. However, the term does not end until the end of the second module. In order to comply with our stated and approved program length, the Department of Education looks at the program, not individual students.

It is understandable that if by working harder or learning faster a student completes their course of study early; that they would want to graduate at the point the coursework is completed. However, in order to maintain compliance with the Department of Education, the student must wait until the end of the semester in order to receive their diploma as the term completion does not end until the last day of the semester, not the last day of the module completed.

ADDRESS CHANGE

The student must provide the Registrar with their current contact information. The student must provide the Office of Registration and Enrollment with his/her current home and email address and telephone number(s). When there is a change in contact information, a written notice is submitted to the Registrar or Director of Registration and Enrollment. Students are asked to update this information regularly following graduation.
ADMISSIONS

Bon Secours Memorial School of Nursing enrolls entry level students twice a year. The admissions deadlines are May 1 for Fall and October 1 for Spring. Applications may be accepted after these dates at the School’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 must be 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.mrmcnursingschool.org

• 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 School 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.mrmcnursingschool.org and in the Admissions policy:

To be eligible for admission in any year, the application and all required materials must be received by the School of Nursing by the deadlines below. Classes usually begin in September and January of each year. The deadlines are published on the School’s web site. Applications may be accepted after these dates at the School’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.

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

Basic Admission Requirements for All Applicants

Graduation from an accredited high school preferably ranked in the upper one-third of the class or state approved home school program.

Provide a GED certificate or a completed form of attestation in lieu of a high school diploma.

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 school may satisfy these requirements based on the decision of the Admissions, Progression and Graduation (APG) Committee.

Achievement of a cumulative grade point average of 2.5 or above for credits earned at institutions accredited by agencies recognized by the United States Department of Education 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).

The Test of Essential Academic Skills (TEAS) is required after submitting an online application. A minimum score of 60 is required for all sections in order to continue with the application process.

Notice to the school of any charges and convictions or present indictment for any felony or misdemeanor offense other than traffic violations that have not been expunged.

Three letters of reference are required. The letters should be from professional contacts only. References from relatives and friends are not accepted. References should be obtained from each of the following: a teacher, an employer, and a volunteer experience, preferably in a health care setting.

If you have previously or are currently enrolled in a College/School 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.

**ATTENDANCE**

The student is expected to be present and on time for all classes and clinical experiences. Clinical experiences include but are not limited to: pre/post conferences, skills laboratories, 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. Hours of absence are recorded on the student's final course summary. The amount of financial aid granted to a student is determined, in part, by attendance. Tardiness and early departure from class are included as absent time. A note from Employee Health or the student's physician is required for absences resulting from communicable diseases, or for absences of three consecutive days or longer. 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. Clinical hours missed due to religious observance are included in the maximum allowable time that can be missed.
**Class Attendance**
With proper prior notification, the student is to make arrangements with faculty regarding any missed test/quiz and/or gradable work upon return to the next scheduled class. With proper notice and arrangements, full credit may be given for the test/quiz/gradable work. If the student does not give proper notice and fails to make arrangements upon return to class, a grade of zero may be given for the test/quiz/gradable work. A student arriving late for a scheduled test/quiz will be permitted to take the test in the remaining allotted time.

Also see Testing and Gradable Work.

**Clinical Attendance**
The student who attends less than 90% of the clinical hours for any nursing course receives a clinical grade of unsatisfactory, resulting in failure of the course. Only in extenuating circumstances may exceptions to this policy be made by the Assistant Dean for Curriculum and Instruction.

A student who is unable to report to a morning clinical assignment is to notify the assigned clinical unit and the clinical instructor at least 1 hour before the clinical is to begin. For an afternoon/evening clinical assignment, the student must notify the clinical unit at least 2 hours in advance as well as the clinical instructor.

Occurrences of clinical tardiness are reflected on the clinical evaluation tool. If a student is 5 minutes late, the student may receive a daily clinical grade of unsatisfactory. There is no provision for an individual student to make-up clinical days, nor will any provisions be made by faculty.

**Closings – Late Openings**
Students should exercise common sense and good judgment in determining their ability to travel safely during inclement weather. Prevailing conditions in the area where they live and personal risk must be assessed and acted on accordingly. This includes giving notice of any absence.
A. Students are responsible for attending all classes and clinical experiences at the Bon Secours Memorial School of Nursing (BSMSON), as well as all classes at J. Sargeant Reynolds Community College (JSRCC). During inclement weather conditions, however, BSMSON classes and clinical rotations as well as JSRCC classes may be cancelled.
B. Students and faculty must look and listen for an announcement of BSMSON opening delay, early closure, or cancellation/opening announcements on the following: 1) Blackboard 2) School of Nursing main desk voice message 3) Channel 12 NBC TV. JSRCC and BSMSON may cancel classes for a portion of the day or all day. BSMSON and JSRCC do not necessarily close/open on the same schedule.
C. The School offices will remain open for faculty and staff to work if at all possible. The School offices may have a delayed opening or early closure.

**Confirmation of Enrollment**
Verification of enrollment for the semester must be completed by the end of the second Saturday of the semester (16 week semester for diploma nursing program; 15 week semester for the bachelor’s of science in nursing program). Students are required to self-certify their enrollment using the School’s data management system, SONIS. Students receiving financial aide are required to self-certify prior to any disbursement of financial aid. For those students who are enrolled in tow eight-week courses within the semester, verification of enrollment must be confirmed for BOTH eight-week course by the second Saturday of the semester. The student certification does not preclude instructors from taking class attendance.

AWARDS AND SCHOLARSHIPS

Awards

Chesley-Decker Award for Good Citizenship
The Chesley-Decker Award was established to honor two great men affiliated with Richmond Memorial Hospital. Mr. Henry G. Chesley, Jr. was President of the Board of Trustees for 15 years. Dr. Henry W. Decker was a principal founder and the first Chief of the Professional Medical Staff at Richmond Memorial Hospital. These men were contributing members of the community, spending a great deal of their lives in civic and educational affairs. To recognize their contributions, the Hospital's Administration and the Faculty of the School of Nursing set up the following criteria for the Chesley-Decker Award for Good Citizenship.

Criteria:
The following criteria are used to select a recipient of the Chesley-Decker Award:
• The Level III student eligible for this award will have been active in both School and community affairs, and will have contributed to the betterment of the School and community through volunteer service.
• The student will have demonstrated genuine concern for fellow students and members of the community through involvement beyond the School's requirements.

Award:
The Chesley-Decker Award is given when there is a qualified candidate. The recipient receives the sum of $300 and a certificate. The recipient's name will appear on a plaque, which is displayed in the School of Nursing.

Frank E. Brown/Balfour Award for Outstanding Scholastic Achievement
The Balfour Award was established in 1964 when the first class graduated from the School of Nursing. The Balfour Award connotes scholastic excellence. The student who has obtained the highest scholastic average while enrolled in Bon Secours Memorial School of Nursing qualifies to receive the award.

In 1973, the Balfour Award was combined with the newly created Brown Award, which was established to honor Mr. Frank E. Brown. Mr. Brown was a member of
The Hospital Board of Trustees prior to the opening of the School of Nursing in 1961 and until his death in 1976. In May 1976, the original nursing education building was named the Frank E. Brown Nursing Education Center.

Criteria:
The Brown Balfour Award is presented annually to the graduating Level III student who has attained the highest scholastic grade point average and who demonstrates qualities of perseverance and determination.

Award:
The Brown Balfour Award consists of a check for $300 and a certificate. The recipient's name will appear on a plaque, which is displayed in the School of Nursing. In the case of two or more students having the same high scholastic grade point average, the one student who best reflects the qualities of Mr. Brown will be recommended by the senior faculty. These qualities include initiative in helping one's self, perseverance, and determination, while contributing greatly to the betterment of the School through attitude, loyalty, and involvement with others.

Honor, Spirit and Achievement Award
It has been a tradition at Bon Secours Memorial School of Nursing that each year the graduating class leaves a gift of appreciation to the School. The Class of 1970 wanted to present a gift that would be lasting as well as meaningful to the students. It was their hope that the gift, in some small way, would enrich the lives of the students during their tenure in the program. A deserving Level III student is selected each year to receive the Honor, Spirit and Achievement Award.

Criteria:
The criteria for receiving this prestigious award include the following qualities. The student must:
• Be a graduating Level III student.
• Be an active participant in School organizations beginning in the freshman year.
• Have promoted class and School spirit through School of Nursing interest and encouragement.
• Have set an example for classmates while actively participating in extracurricular activities and community projects.
• Demonstrate leadership qualities, which include accepting and sharing responsibility.
• Have gained respect from peers due to interest shown in others and a willingness to seek out individuals.
• Be honest in all relationships because honor is an integral part of one’s being. This includes having no honor code violations.

Selection:
• The recipient is nominated by members of the SGO. Names of all nominees must be submitted in writing to the Chairman of the Honor Council two weeks prior to the last SGO meeting of the year. There must be no less than two nominees.
• The Chairman of the Honor Council verifies that the candidates have no honor code violations.
• During the last meeting, which is held in April, the persons who originally nominated the candidates will stand and publicly give two reasons why the nominees should receive the award.
• All members of the Student Government Organization then vote online using Blackboard.
• The name of the recipient remains confidential and is not announced until the Graduation Ceremony.

Award:
The recipient is given a certificate and a medallion. The recipient’s name is engraved on the Honor, Spirit and Achievement Award plaque, which is displayed in the School of Nursing.

Cynia A. Catsorelos Leadership Award
The Cynia A. Catsorelos Leadership Award was established in 1999 at the time of her retirement as Director of the School of Nursing to honor her leadership achievements.

Criteria:
The following criteria are used to select the recipient of the Cynia A. Catsorelos Leadership Award:
• Solid academic performance
• Humanistic clinical practice based upon knowledge, standards, and values
• Leadership in student government
• Community service that has a positive impact on the population served
• Professional presentation of self in manner, dress, and conduct
• Unquestionable integrity

Award:
Faculty from all three years may nominate candidates for the Leadership Award, which is given annually to a graduating Level III student when there is a qualified candidate. The recipient receives an engraved Jefferson cup and a certificate at the graduation ceremony. The recipient's name will appear on a plaque displayed in the School of Nursing.

Mary Jane Naecker Young Award
The class of 1965 presented, as its class gift to the School, $500 to honor its class advisor, Mrs. Mary Jane Young. The instructions were to provide a $100 scholarship to a deserving second level student each year for a five year period. In 1980, following Mrs. Young's death, her brother G. Edwin Naecker informed the School that he wished to include Mrs. Young's family name, Naecker, as part of the name of the award. The scholarship award is now known as the Mary Jane Naecker Young Award.
Criteria:
Each year this award is presented to an enrolled Level II student who best fulfills the established criteria. The recipient must:
• Need financial assistance.
• Meet the promotional standard established by the School.
• Be someone who will uphold the standards of the School and the nursing profession.
• Possess and demonstrate leadership ability, good citizenship qualities, and School spirit.
• Be recommended by the junior faculty.
• Refund the full amount of the award upon withdrawal or resignation from the School.

Award:
The amount of the award is determined on an annual basis. The recipient receives a certificate. The recipient’s name will appear on the plaque, which is displayed in the School of Nursing.

**Patricia Marian Meeks Rich Award for Outstanding Clinical Practice**

Background:
The *Patricia Marian Meeks Rich Award* was established in May 1994 by the School of Nursing Faculty to honor Patricia Marian Meeks Rich upon her retirement. Mrs. Rich was a dedicated instructor at the School of Nursing for more than twenty years. She exemplified the best in professional nursing, and was particularly noted for outstanding clinical practice. Her technical expertise, compassion, and clinical nursing skills endeared her to clients, as well as students. The *Rich Award for Outstanding Clinical Practice* is presented to a graduating Level III student who consistently demonstrates outstanding nursing care. This student's clinical practice mirrors the professional ideals and ethical values of Patricia M. Rich.

Criteria:
The following criteria are used to select the recipient for the *Patricia Marian Meeks Rich Award for Outstanding Clinical Practice*:
• The student is a graduating third level student who demonstrates outstanding clinical nursing care.
• The student's clinical practice mirrors professional ideals and ethical values.

Award:
Faculty from all three levels may nominate candidates for the *Rich Award*, which is given when there is a qualified candidate. The recipient receives a certificate and the recipient's name will appear on a plaque, which is displayed in the School of Nursing.

**Scholarships**

BSMSON has the following scholarships available to its nursing students:
Glenn LeBlanc Men in Nursing Scholarship ($250)
This scholarship was created by a graduate who pursued a career in pediatric nursing and wanted to support men in their pursuit of nursing education.
1. A $250 non-need based scholarship awarded to a deserving BSMSON male nursing student during the spring semester of the current academic year.
2. Applicants are required to have a 3.0 cumulative grade point average (provide copy of transcript) and must submit a written essay expressing "How men can make a contribution in nursing?"
3. All scholarship materials are to be forwarded to the BSMSON Office of Financial Aid. Deadline date to apply: December 15th.
4. Applications are reviewed by a committee, who select the recipient.

Lettie Pate Whitehead Scholarship
The number and amount of Lettie Pate Whitehead Scholarships (LPWS) awarded are limited by the funds available each year. Application for a scholarship is to be made as soon as the applicant is accepted into the program and once per academic year thereafter. Scholarships are awarded semester by semester. Freshmen are eligible after completing one full semester. Scholarships are not awarded for repeat courses.

The Lettie Pate Whitehead Foundation (which provides the funds) and Bon Secours Memorial School of Nursing (which administers the funds) set eligibility requirements. To be eligible for a scholarship, the student must:

1. Be a southern, Christian female in financial need. Need is determined by utilizing the FAFSA need analysis and the number of credit hours to be taken.
2. Maintain a GPA of 2.3 or better.
3. Attend required classes and clinical experiences in the preceding semester.

The student must:
1. Complete a FAFSA form. The FAFSA can be completed online at www.fafsa.ed.gov. The School of Nursing code is 010043.
2. Obtain a LPWS application from the School of Nursing, Blackboard.
3. Complete in pen (not pencil) the Lettie Pate Whitehead Scholarship Application and submit it to the School. DO NOT leave any section blank. An incomplete application will not be processed. Identify any other sources of income such as Pell Grants and outside scholarship funds.
4. Attach a typed narrative statement addressing your financial need and scholastic standing. Continuing students are required to write a new statement with each application.
5. Sign and submit the application by April 1st for the following academic year to the BSMSON Office of Financial Aid.
6. Complete all scholarship applications accurately, honestly, and without false or misleading information. Awards will vary based upon funds available and the number
of qualified applicants. The potential maximum amount awarded to a student over the length of the program is $4,500.

**Elaine Malloy Scholarship for Minority Students ($900)**
This award was named after Elaine Malloy, a former faculty member of the nursing program.
1. Given periodically.
2. Made known to students when available.
3. Requires student to be in financial need (FAFSA)
4. Cumulative grade point average of a 2.5
5. Must write a brief paragraph explaining how the student promotes the Bon Secours values of respect, justice, integrity, compassion, stewardship, innovation, quality and growth.
6. Does not require payback.
7. Sign and submit the application by April 1st for the following academic year to the BSMSON Office of Financial Aid.
8. Applications are reviewed by a committee, who select the recipient.

**Modlin Scholarship ($2,000)**
1. A partial scholarship awarded annually, towards tuition and fees, when there is a rising Level II student or current Level II student who demonstrates academic excellence, leadership and community service prior to and throughout the program.
2. Eligibility is based upon merit and not need.
3. Must submit a typed essay explaining in detail the student’s academic excellence, leadership and community service prior to and throughout the nursing program.
4. Sign and submit the application by April 1st for the following academic year to the BSMSON Office of Financial Aid.
5. Applications are reviewed by a committee, who select the recipient.
6. The scholarship is renewable annually based upon maintaining a GPA of 3.5 or more each semester and demonstrating leadership and continued community service.
7. Funds are issued semester by semester for Fall and Spring semesters.
8. Does not require payback.

**LeReve Mallory Peluso Scholarship ($1,500)**
This award is given annually in honor of Mrs. Peluso by her family and friends
1. Requires the rising Level II or Level III student to have financial need, be in good academic standing, and exhibit a desire to work in the newborn care nursery.
2. Must submit essay explaining student involvement within the School as well as reason for wanting to focus on the nursing of babies in the Newborn Nursery.
3. Minimum grade point average of a 3.0.
4. Sign and submit the application by April 1st for the following academic year to the BSMSON Office of Financial Aid.
5. Recipient is selected by the family.

**Jean Ritz – See Scholarship ($1,000)**
This award is given annually in honor of Ms. Ritz-See by her family.
1. Requires the rising Level II or Level III student to have academic excellence and leadership.
2. Must submit an essay explaining in detail how the applicant has exhibited leadership and academic excellence.
3. Sign and submit the application by April 1st for the following academic year to the BSMSON Office of Financial Aid.
4. Applications are reviewed by a committee, who select the recipient.

Mary Marshall Nursing Scholarships (visit website for further details)
1. Awarded by the Virginia Board of Health (VBH).
2. Require recipients to be Virginia residents enrolled in a School of Nursing who demonstrate need and a cumulative GPA of at least 3.5 in required courses, not electives.
3. Financial need is determined by the Student Aid Report (SAR) submitted to the School of Nursing.
4. Applications must be submitted to the School by June 15 for completion of School section.
5. Applications are due to VBH by June 30.
6. Awards vary depending upon the funds available.
7. Must be repaid through work cancellation within the State of Virginia or through repayment to the Virginia Board of Health. (See General Assembly Criteria.) G. NCLEX must be taken within 60 days of graduation.
8. Funds are issued upon receipt from the VBH.

Other Student Funds
Other student funds are periodically awarded to qualifying students by other state and local groups. Students will be notified when funds are available by the Financial Aid Office.

Bon Secours Memorial School of Nursing does not participate in the Virginia Student Assistance Authorities (VSAA) Financial Aid Programs.

Laura Murphy Discretionary Fund
The Laura Murphy Discretionary Funds were created by Laura Murphy, a former dean to help students during times of financial crisis. Limited funds, via a zero interest loan, are available for students during personal emergencies. Funds are may not be used for tuition/fees and other School expenses. Students can request funds through the Dean's Office.

Veterans Educational Benefits
Students eligible to receive veteran’s educational benefits must complete the appropriate forms to receive benefits. Once the appropriate forms are completed, the Financial Aid Officer will certify enrollment with the Veteran's Administration. Students are required to notify the Financial Aid Officer when courses are added or dropped.
BACKGROUND CHECKS

All students attending BSMSON are required to have background reports as a pre-requisite to starting School and again each year that they are enrolled in the program. During matriculation, each student is required to update the Criminal Background Report, the Virginia Child Protective Services Report, on a yearly basis. FBI Fingerprint Report are only required upon Admission.

BASIC LIFE SUPPORT CERTIFICATION

Students must maintain current certification in Basic Life Support (BLS) at all times while enrolled in the School of Nursing. Online courses without demonstration components are not acceptable courses.

Certification requires a Health Care Provider level course. The course must include the following skills for adult, child and infant victims.
1. Cardiopulmonary resuscitation (CPR).
2. Rescue breathing.
3. First aid for choking.
4. 2-rescuer CPR (for adult victims only).

Students must present proof of current BLS certification upon initial entrance to the School of Nursing. It is the student’s responsibility to make arrangement for BLS re-certification the month before the certification expires. Failure to do so may prevent the student from attending clinical experiences until current certification is obtained. Students must schedule attendance at BLS courses at times that do not conflict with nursing and academic courses or course requirements.

CALENDAR

FALL 2009

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 9</td>
<td>Fall Semester Begins, BSMSON</td>
</tr>
<tr>
<td>Sept. 9</td>
<td>Tuberculin Skin Test - Student Lounge 7:30-10:00am (Fall returning students must be updated)</td>
</tr>
<tr>
<td>Sept. 11</td>
<td>Tuberculin Skin Test - Student Lounge 7:30-10:00am (Fall returning students must be updated)</td>
</tr>
<tr>
<td>Sept. 15</td>
<td>Tuberculin Skin Test - Student Lounge - 4:00-5:00pm (Fall returning students must be updated)</td>
</tr>
<tr>
<td>Sept. 15</td>
<td>Last day to drop class with 100% tuition credit</td>
</tr>
<tr>
<td>Sept. 22</td>
<td>Last day to withdraw from an 8-week course with grade of W</td>
</tr>
<tr>
<td>Sept. 28</td>
<td>Fall '09 SGO Meeting, 12:15-1:00pm</td>
</tr>
<tr>
<td>Oct. 5-17</td>
<td>Course/Faculty Evaluations</td>
</tr>
<tr>
<td>Oct. 5-17</td>
<td>Advising Week, BSMSON</td>
</tr>
<tr>
<td>Oct. 6</td>
<td>Last day to withdraw from a 16-week course with grade of W</td>
</tr>
<tr>
<td>Oct. 15</td>
<td>Freedom House - October 15, 5:15-6:30 pm</td>
</tr>
<tr>
<td>Oct. 19-26</td>
<td>On-line Registration</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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</tr>
<tr>
<td>Oct. 21</td>
<td>Final Exam</td>
</tr>
<tr>
<td>Oct. 26</td>
<td>Fall '09 SGO Meeting, 12:15-1:00pm</td>
</tr>
<tr>
<td>Oct. 26</td>
<td>Registration Closes at End of Business Day</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>1st 8 weeks ends</td>
</tr>
<tr>
<td>Nov. 3</td>
<td>2nd 8 weeks begins</td>
</tr>
<tr>
<td>Nov. 9-29</td>
<td>Early Bird Registration, JSRCC</td>
</tr>
<tr>
<td>Nov. 23</td>
<td>Fall '09 SGO Meeting, 12:15-1:00pm</td>
</tr>
<tr>
<td>Nov. 26-29</td>
<td>Thanksgiving Holiday, (School closed at 4:30 p.m. on Nov. 25, 2009)</td>
</tr>
<tr>
<td>Dec. 14</td>
<td>Fall '09 SGO Meeting, 12:15-1:00pm</td>
</tr>
<tr>
<td>Dec. 17</td>
<td>Freedom House - December 17, 5:15-6:30 pm</td>
</tr>
<tr>
<td>Dec. 17-22</td>
<td>HURST Review - 8:00am - 4:30pm</td>
</tr>
<tr>
<td>Dec. 18</td>
<td>Deadline for Spring tuition payment.</td>
</tr>
<tr>
<td>Dec. 23</td>
<td>End of Term</td>
</tr>
<tr>
<td>Dec. 24-Jan 3</td>
<td>Winter Break (School closed)</td>
</tr>
</tbody>
</table>

**SPRING 2010**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 4</td>
<td>Spring semester begins.</td>
</tr>
<tr>
<td>Jan. 9</td>
<td>Last day to drop a class with 100% tuition credit</td>
</tr>
<tr>
<td>Jan. 11</td>
<td>Spring semester begins, JSRCC</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Last week to withdraw from an 8-week course with grade of W</td>
</tr>
<tr>
<td>Jan. 25</td>
<td>SGO Meeting, 12:15-1:00pm</td>
</tr>
<tr>
<td>Jan. 30</td>
<td>Last day to withdraw from a 16-week course with grade of W</td>
</tr>
<tr>
<td>Feb. 22</td>
<td>SGO Meeting, 12:15-1:00pm</td>
</tr>
<tr>
<td>Feb. 27</td>
<td>3rd 8 weeks ends</td>
</tr>
<tr>
<td>Feb. 28-Mar. 7</td>
<td>Spring Break, (School Closed)</td>
</tr>
<tr>
<td>Mar. 8</td>
<td>4th 8 weeks begins</td>
</tr>
<tr>
<td>Mar. 15-27</td>
<td>Advising period</td>
</tr>
<tr>
<td>Mar. 22</td>
<td>SGO Meeting, 12:15-1:00pm</td>
</tr>
<tr>
<td>Mar. 29-Apr. 5</td>
<td>On-line registration</td>
</tr>
<tr>
<td>Apr. 1</td>
<td>Order caps and gowns</td>
</tr>
<tr>
<td>Apr. 2</td>
<td>Good Friday Holiday, (School Closed)</td>
</tr>
<tr>
<td>Apr. 12-25</td>
<td>Early Bird Registration, JSRCC</td>
</tr>
<tr>
<td>Apr. 19</td>
<td>SGO Meeting 12:15-1:00pm</td>
</tr>
<tr>
<td>May 1</td>
<td>End of Term</td>
</tr>
<tr>
<td>May 3</td>
<td>Deadline for Summer tuition payment</td>
</tr>
</tbody>
</table>

**SUMMER 2010**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 3</td>
<td>Summer semester begins</td>
</tr>
<tr>
<td>May 8</td>
<td>Last day to drop a class with 100% tuition credit</td>
</tr>
<tr>
<td>May 15</td>
<td>Last week to withdraw from an 8-week course with grade of W</td>
</tr>
<tr>
<td>May 24</td>
<td>SGO Meeting, 12:15-1:00pm</td>
</tr>
<tr>
<td>May 24</td>
<td>Summer session begins, JSR</td>
</tr>
<tr>
<td>May 31</td>
<td>Memorial Day Holiday, School Closed</td>
</tr>
<tr>
<td>May 29</td>
<td>Last day to withdraw from a 16-week course with grade of W</td>
</tr>
<tr>
<td>Jun. 1-12</td>
<td>Advising week</td>
</tr>
<tr>
<td>Jun. 14-21</td>
<td>Registration</td>
</tr>
<tr>
<td>Jun. 21</td>
<td>SGO Meeting, 12:15-1:00pm</td>
</tr>
<tr>
<td>Jun. 28-Jul. 4</td>
<td>Summer Break and Independence Day Holiday, School Closed</td>
</tr>
<tr>
<td>Jul. 20</td>
<td>5th 8 weeks ends</td>
</tr>
<tr>
<td>Aug. 20</td>
<td>Deadline for Fall tuition payment</td>
</tr>
<tr>
<td>Aug. 31</td>
<td>Summer session ends</td>
</tr>
</tbody>
</table>

**CAREER PLACEMENT**

23
Students may obtain assistance with career planning and employment opportunities through a variety of resources at the School of Nursing, such as the Student Placement Specialist, faculty advisor, and use of the library and computer laboratory facilities.

Students are encouraged to meet with the Student Placement Specialist beginning within the first semester of School. The Student Placement Specialist is available by appointment and occasionally can assist walk-ins with information on job availability, interviewing tips, resume review, and finding the best fit in the Bon Secours system for each student. Application for employment is made through the Human Resources Department.

Faculty members who agree to write references will do so at the request of the student. A written release form must be signed by the student and filed in the student’s record in the School office prior to the release of the reference. The School of Nursing is not liable for students while they are working as hospital employees. Students working in the hospital follow the policies and procedures established by the department and wear the uniform required for the position.

Employment should not interfere with class/clinical requirements or other student responsibilities such as committee meetings. In addition, the Career Services Center at J. Sargeant Reynolds Community School offers a variety of educational materials and aids to assist students with career decision-making and job seeking strategies.

**CHILDREN and PETS IN THE ACADEMIC SETTING**

In consideration of others, children and pets are not allowed in the classroom, the computer laboratory, the clinical setting, course evaluations, the library, or the student lounge, or left unattended in the School. Childcare provisions should be made prior to attending classes and clinical, or studying in the library or lounge.

**CLASS/CLINICAL SCHEDULES**

The School year runs year-round on a 16-week, three semester (trimester) system. Clinical experiences may be scheduled day and evening hours throughout the week, Monday through Saturday, in order to provide the best learning opportunities and to meet course objectives.

**COMMUNICATION DEVICES – PERSONAL ELECTRONIC**

Personal electronic communication devices (including but not limited to beepers, pagers, and cell telephones) may not be visible in class or clinical areas, and must be on vibrate. During testing times they must be turned off.
COMMUNICATIONS

The primary method of communication to students is the web-based Blackboard system. Bulletin boards are maintained throughout the building for the purpose of communicating with students. The bulletin boards are labeled for student, administrative, faculty, and financial aid use.

E-mail is frequently used as a mode of communication. E-mail addresses must be kept current in Blackboard and in SONIS. The phones in the lobby and student lounge may be used to receive and make local calls only. Personal telephone calls are not to be made or received during clinical experiences. For students calling the School after business hours, telephone number 627-5300 is equipped with voice mail.

Each student is assigned a mailbox and Blackboard access. Students are responsible for checking these places for communication frequently.

Students desiring to meet with the Dean should schedule an appointment with the Dean’s administrative assistant. Meetings with other School faculty/staff should be scheduled in advance with the individual unless an emergency exists. Excluding reasons that are highly personal, students are asked to state the general reason for the appointment and the desired day and hour. If a student is unable to keep an appointment, a timely cancellation is appreciated.

COMPLAINTS - CHAIN OF REPORTING STRUCTURE

Student complaints course concerns. Also, see Grade Review Policy.
A. Student
B. Course Faculty Member
C. Course Coordinator
D. Level Coordinator
E. Assistant Dean of Curriculum & Instruction

Student complaints for other concerns. Also, see Grievance Policy.
A. Student
B. Course Faculty Member
C. Course Coordinator
D. Level Coordinator
E. Assistant Dean of Student Services

Concerns may also be reported via written communication to the State Council of Higher Education in Virginia, the Virginia Board of Education, and the National League for Nursing. Students are assured that they will not be subject to unfair action/treatment because of the initiation of a complaint or grievance.
COMPUTERS

Access to a computer with internet access is required for all students enrolled in the program. 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 PC is assigned. It is a violation of Bon Secours Virginia Health System policy to use the School’s computers for personal matters unrelated to School requirements.

Computer Lab hours are posted. Food or beverage is NOT permitted in the Computer Lab or Library. No personal belongings, such as coats and backpacks, may be brought to the Computer Lab. NOTHING is to be placed on top of computer equipment. 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-School-owned or licensed programs should be downloaded into School equipment.

All CDs must remain in the computer lab and be handled with care. Jump drives, CDs and all other forms of digital storage owned by students must be checked electronically for viruses.

Each person utilizing the Computer Lab is required to sign in, use equipment and materials responsibly, complete the CAI evaluation form(s), and straightens up the work area prior to departure. Failure to comply with the computer use policies is a disciplinary offense and may result in loss of Computer Lab privileges or other administrative outcomes.

CONFIDENTIALITY

Students

In the School Setting:
Information from within the school is considered confidential. Students must not share sensitive/confidential information regarding other students, faculty, staff, nursing/health care personnel, or any other individuals with unauthorized persons. Examples include issues such as grades, honor charges, clinical experiences, personal matters or other issues of a sensitive nature. Breach of confidentiality will result in disciplinary action, up to and including dismissal from the program.

In the Clinical Setting:
Students receive training about privacy procedures and regulations regarding how the healthcare industry must protect client data (Health Insurance Portability and Accountability Act - HIPAA). These regulations require that all client care information
remain confidential and available only to authorized personnel. Students must not share client information with unauthorized personnel, and must not discuss client information in the cafeteria, hallways, elevators, or other places where family members, other clients or the public may hear. No information identifying a client may be written on the student’s clinical paperwork; only client initials are used. No part of the medical record may be copied or client documentation removed from the clinical area. E.g., if a Kardex is used during provision of care, it must be shredded on the unit prior to leaving the clinical experience. Students have access to client records only when the need relates to clinical assignments. A student who needs to review a chart in the Medical Records Department must write a permission request, obtain the instructor’s signature and take the request to Medical Records. The record must be reviewed in the areas designated by the Medical Records Department. Breach of client confidentiality will result in disciplinary action up to and including dismissal from the program.

The Institution

Bon Secours Memorial School of Nursing complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) governing student educational records. FERPA defines educational records or personally identifiable information contained therein as those records, files, documents and other materials which:

- contain information directly related to a student; and
- are maintained by an educational agency or institution or by a person acting for such agency or institution.

[20U.S.C. § 1232g (a)(4)(A)(i) and (ii)]

Additional Provisions:
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.

The school is not required to permit a student to inspect and review records related to financial records; financial records of parents through the student financial aid file; records not considered education records, and confidential letters and confidential statements of recommendation if the student waived in writing his/her right to inspect and review those letters and statements. If records contain information on more than one student, only information pertaining to the student in question may be released.

With the exception of school officials with legitimate educational interests or a party seeking directory information, the school shall maintain a record in the student’s education record of each request for access to, and disclosure of, student information.
The same principles of confidentiality must be applied to all media, including but not limited to, electronic data, e-mail and video or audio tapes.

Student education records shall be maintained as long as it is deemed necessary under applicable state law or regulations of federal and state agencies or accrediting bodies. The school retains all rights to the student’s education record and will not honor requests for official transcripts of the record and school references when the student has not fulfilled financial obligations to the school.

**Notification of Rights under the Family Educational Rights and Privacy Act** for Bon Secours Memorial School of Nursing

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect of their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit written requests to the Registrar’s Office 8550 Magellan Parkway, Suite 1100, Richmond, VA 23227. The request must identify the record(s) they wish to inspect. Registrar’s Office staff will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading. Students may ask Bon Secours Memorial School of Nursing (BSMSON) to amend a record they believe is inaccurate or misleading. They should write the BSMSON official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by BSMSON in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). Other typical exceptions include:
   - Other schools to which a student is transferring;
   - Specified officials for audit or evaluation purposes;
   - Appropriate parties in connection with financial aid to a student;
   - Organizations conducting certain studies for or on behalf of the school;
   - Accrediting organizations;
   - To comply with a judicial order or lawfully issued subpoena;
• Appropriate officials in cases of health and safety emergencies;
• State and local authorities and pursuant to specific state law;
• A person or company with whom the school has contracted (such as an attorney, auditor, or collection agent);
• A person serving on the School or Foundation Board;
• A student serving on an official school committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, excluding Student Government (SGO) tasks; and
• A school official with a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by BSMSON to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, DC 20202-4605

Notice Regarding Directory Information
FERPA designates certain information as "directory information," which may be released upon request without the student's expressed written consent. It is the policy of BSMSON not to publish a student directory. However, name, address, e-mail address, major field of study, past and present participation in officially recognized activities, dates of attendance, honors and awards including Honors List, degrees conferred including dates, most recent previous institutions attended and enrollment status including semester course load can be released upon request unless a student notifies the Registrar's Office in writing by the end of the first week of classes that such directory information should remain confidential. Items that can never be disclosed as directory information are: a student’s social security number, gender, religious preference, grades, and GPA.

COURSE DESCRIPTIONS

All courses must be attempted according to the time frame designated in the curriculum plan. Courses may be taken earlier than designated, but may not be taken later unless the student is repeating the course. All prerequisites must be met before the student progresses each semester. Courses at the School of Nursing are taught within a 16-week semester, unless otherwise noted.

First Level
• Biology 101 and 102 General Biology I and II: 4 credits each - 3 lecture hours per week - 3 recitation and lab hours (total 6 hours per week). Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological
principles. Introduces the diversity of living organisms, their structure, function, and evolution. Prerequisite: satisfactory score on Reading Placement Test.

- **Biology 205 General Microbiology**: 4 credits - 3 lecture hours - 3 recitation and lab hours (total 6 hours per week). Examines morphology, genetics, physiology, ecology, and control of microorganisms. Emphasizes application of microbiological techniques to selected fields. Prerequisites: one year of college biology and one year of college chemistry or divisional approval.

- **Chemistry 111 General Chemistry**: 4 credits - 3 lecture hours per week - 3 recitation and lab hours (total 6 hours per week). May be taken in place of Biology II. Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Prerequisite: CHM 03 or acceptable score on chemistry placement test.

- **English 111 College Composition I**: 3 credits - 3 lecture hours per week. Develops writing based on experience, observation, research, and reading of selected literature. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Prerequisite: Department Placement Recommendation.

- **Natural Science 161 and 162 Health Science I and II**: 4 credits - 3 lecture hours per week, 3 recitation and lab hours (total 6 hours per week). Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. Prerequisites: CHM 01 and BIO 01 or equivalents.

- **Psychology 201 Introduction to Psychology I**: 3 credits - 3 lecture hours per week. Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, and intelligence.

- **Nursing 100 Foundational Concepts for Professional Nursing** provides an introduction to the fundamental concepts and theories necessary for professional nursing practice. An overview of the history of nursing leading to the role of the nurse today is presented. Students study and discuss legal and ethical issues, communication, teaching and learning aspects, culturally diverse populations, and the use of nursing process as a model for critical thinking and practice. Students study common human problems: pain, sleeplessness, stress, disability, and loss. Students have opportunities to practice nursing skills and to relate theoretical principles to clinical situations in both simulated and clinical agency experiences. **Total Course Hours: Nursing 100 is 5 credits consisting of 3 classroom hours, 1 laboratory hour, and 4 clinical hours weekly. The course runs for sixteen weeks.**

- **Nursing 101 Health Assessment and Clinical Therapeutics** expands on the student’s knowledge of basic nursing principles with an emphasis on the health assessment, data collection, and medication administration. In this course, student learning focuses on utilizing a framework for the physical assessment of the patient, incorporating core aspects of the assessment process. Lecture will be comprised of PowerPoint presentations, quizzes and small group exercises. Student participation and attendance is an expectation of Nursing 101. In the laboratory, new nursing skills will include: practicing hands-on physical assessment skills of inspection, auscultation, palpation, and percussion. Students will have opportunities to learn the necessary nursing skills required for medication administration and dosage calculations. Direct care, laboratory, and simulation experiences will be available to students. **Total Course Hours - Nursing 101 is 5 credits consisting of 2 classroom hours, 6 clinical hours, and 2 laboratory hours weekly**
• **Nursing 102 Clinical Applications of Nursing Concepts:** Nursing 102 expands on the student’s knowledge of basic nursing principles with an emphasis on the nursing process. In this course, student learning focuses on nursing care for patients during the perioperative experience. Areas of concentration include: common gastrointestinal, immobility and nutritional complications, in addition to fluid/electrolytes and wound healing. Lecture will be comprised of PowerPoint presentations, quizzes and small group exercises. Student participation and attendance is an expectation of NUR 102. In the laboratory, new nursing skills will include: the starting, assessing, and delivering of intravenous therapy; basic phlebotomy, central venous access device (CVAD) care, wound care, and suture/staple removal. Students will have opportunities to promote, maintain, and help restore health to patients who have both acute and chronic illnesses. Direct care and observational experiences will be available to students. **Total Course Hours - Nursing 102 is 4 credits consisting of 2 classroom hours and 6 clinical/laboratory hours weekly.**

• **Nursing 105 Tran cultural Nursing:** Taught during the first eight weeks culminating in a mission trip to an underserved community/country (usually Haiti or the Dominican Republic) and followed by class and presentation to the School of Nursing students after the mission trip. **Total Course Hours - Nursing 105 is a 1 credit elective course and runs for 16 weeks.**

**Second Level**
The following prerequisites must be completed before progression to the second level: Natural Science 161 and 162, General Biology 101 and 102 (or Chemistry 111), English 111, Psychology 201, and Nursing 100, 101, and 102.

• **Dietetics 121 & Nutrition I:** 3 credits -3 lecture hours per week. Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism.

• **English 112 College Composition II:** 3 credits - 3 lecture hours per week. Second semester of English requirement. Focuses on writing by integrating experiences in thinking, reading, listening, and experiencing.

• **Math Elective** - 3 credits - 3 lecture hours per week. College level math course. Statistics is recommended but not required.

• **Psychology 230 Developmental Psychology:** 3 credits - 3 lecture hours per week. Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the School of Nursing's physical, cognitive, and psychosocial growth.

• **Sociology 200 Principles of Sociology:** 3 credits - 3 lecture hours per week. Introduces basic concepts and methods of sociology. Presents significant research and theory in areas such as socialization, group dynamics, gender roles, minority group relations, stratification, and culture.

• **Nursing 201 Nursing Care of Adults:** This course will focus on the adult with alterations in homeostasis secondary to changes in the immune response, cell growth, metabolism, tissue perfusion, cardiac output, nutrition, mobility, cognition, sensation, and oxygenation. Experiences will be directed toward application of theoretical concepts of nursing practice in the promotion, maintenance, and restoration of health and compassionate care of the dying in the medical/surgical setting. Lecture hours will include such methodology as formal lecture and small group work. Student groups will have clinical experiences at area Bon Secours hospitals and observation experiences at local dialysis centers. **Total Course Hours: This course is 5 credits consisting of 6 lecture hours and 12 hours of clinical laboratory weekly. The clinical laboratory experience will include direct care and simulation.**

• **Nursing 202 Nursing Care of Childbearing Families:** This course introduces the concept of family-centered nursing care to promote positive outcomes for culturally diverse childbearing families. Emphasis is placed on the educational and health care needs of the family as it
experiences the birth process. Didactic content incorporates diverse instructional modalities such as lecture, lab practice, computer assisted instructional materials (CAI’s), case studies, and group work in order to prepare the student with a basic understanding of normal assessment and care planning for women, infants, and families throughout the childbearing cycle. Clinical experiences incorporate provision of care to newborns, and women throughout the childbearing cycle. Skills include IM injections in newborn and adult clients, urinary catheterization, fundal assessment and massage, postpartum assessments, post-cesarean surgical care, health teaching, newborn assessment and basic newborn care. Ante partum care and teaching is provided in an in-hospital ante partum unit and observed in a clinic or doctor’s office setting. Community-based health classes for childbearing families are observed.

**Total Course Hours Nursing 202 is a 5 credit course.** The daytime schedule consists of: 2 three-hour lectures and 2 six-hour clinical/lab days weekly. The evening schedule consists of: 2 three-hour lectures and 2 five-hour clinical/lab evenings weekly, in addition to six-hour clinicals on 3 Saturdays during the eight-week session.

- **Nursing 203 Nursing Care of Diverse Populations:** This course examines the health care needs of special populations including men, women, older adults, clients in need of rehabilitation nursing, and clients with diabetes. Cultural aspects of nursing will also be discussed. This course is taught by lecture, videos, PowerPoint slides, overheads, guest lectures, use of quizzes on subject matter, use of Sim Man, and use of labs to incorporate special needs of this population. This course has clinical sites such as acute medical-surgical units, a long-term nursing facility, a rehabilitation facility, and a retirement community. **Total Course Hours: Nursing 203 is a 5 credit course consisting of 6 hours of class and 12 hours of clinical weekly.**

- **Nursing 204 Nursing Care of Clients with Behavioral Issues:** This course introduces the student to holistic nursing care of the mentally ill client. This course incorporates the biopsychosocial and behavioral sciences and nursing and communication theories to enable the student to care for individuals, families, and groups experiencing alterations in mental health. Learning experiences are provided to facilitate understanding human behavior on a wellness-illness continuum. The nursing process guides nursing care, with emphasis on the interdisciplinary approach. Opportunities are provided to enable the student to increase self-awareness and establish therapeutic relationships with clients. Clinical experiences take place at acute care settings, and may also include outpatient settings. **Total Course Hours: Nursing 204 is a 5 credit course consisting of 5 hours of theory and 12 hours of clinical weekly in 8-weeks. Time allotted for independent learning activities is included in the clinical laboratory component.**

- **Nursing 205 EKG Interpretation:** Introduces students to basic electrocardiography, dysrhythmia, interpretation, and nursing interventions for the client experiencing cardiac rhythm disorders. This course is encouraged for students expressing interest in the telemetry and critical care areas. **Total Course Hours: 2 credit hour course consisting of 2 hours of lecture weekly, elective.**

- **Nursing 210 Pathopharmacology:** A systems approach is used to examine pathophysiologic concepts as a basis for nursing practice. This course focuses on the cellular aspects of disease, alterations in organ and system functioning and dynamics of body defenses. The effects of the disease states are explored through the response patterns of human functioning. Therapeutic and pharmacologic regimens for selected pathophysiologic disorders are examined. Nursing considerations and client teaching are also emphasized. **Total Course Hours: Nursing 210 is a 3 credit hour course consisting of 3 hours of lecture weekly.**
• **Nursing 211 Pathopharmacology**: A systems approach is used to examine pathophysiologic concepts as a basis for nursing practice. This course focuses on the cellular aspects of disease, alterations in organ and system functioning and dynamics of body defenses. The effects of the disease states are explored through the response patterns of human functioning. Therapeutic and pharmacologic regimens for selected pathophysiologic disorders are examined. Nursing considerations and Client teaching are also emphasized. **Total Course Hours: Nursing 211 is a 2 credit hour course consisting of 2 hours of lecture weekly.**

**Third Level**

The following prerequisites must be completed before progression to the third level: English 112, Dietetics 121, Psychology 230, Sociology 200, Biology 205, and Nursing 201,202,203, 204,210, and 211.

• **Philosophy 220 Ethics**: 3 credits - 3 lecture hours per week. Provides a systematic study of representative ethical systems.

• **Nursing 300 Nursing Care of Children and Families**: This course introduces students to the developmental, psychosocial, health promotion, and medical needs of children. Emphasis is placed on the care of children within the context of family. Opportunities are provided in a variety of institutional and community based settings. **Total Course Hours: Nursing 300 is a 6 credit course; 3 credits clinical, 3 credits theory. There are 6 class hours and 18 clinical/laboratory hours weekly.**

• **Nursing 301 Nursing in the Community**: The course provides foundational concepts & theories of community health, with the focus on the community as the client. The application of the nursing process to the community is explored. Independent nursing interventions of assessment, education and collaboration are experienced along the wellness-illness continuum during the clinical experience. The student applies nursing skills to individuals in the community setting. **Total Course Hours: Nursing 301 is a 6 credit course; 3 credits clinical, 3 credits theory. There are 6 class hours & 18 clinical/laboratory hours weekly.**

• **Nursing 302 Transition to Professional Practice**: This course focuses on the role of the nurse as a manager of care for a group of clients. The knowledge and skills necessary to make client care-related decisions, set priorities, delegate, provide interventions and evaluate outcomes of care are emphasized. Clinical experiences provide opportunities to implement these skills. **Total Course Hours: Nursing 302 is a 6 credit course. The daytime schedule consists of: 2 three-hour lectures, 2 eight-hour clinical/lab days and 2 hours of clinical preparation time scheduled weekly. The evening schedule consists of: 2 three-hour lectures, 2 five-hour clinical/lab evenings and 2 hours of clinical preparation time scheduled weekly, in addition to eight-hour clinicals on 3 Saturdays during the eight-week session.**

• **Nursing 303 Nursing Care of the Client in Physiological Crisis**: This course introduces students to the essential elements of critical care nursing. Clinical judgment and collaboration are emphasized while meeting the needs of the patient with acute, multi-system alterations. Clinical experiences are provided in the acute care setting. **Total Course Hours: There are 6 classroom hours and 18 clinical hours weekly in an 8-week course.**
**Nursing 304 Trends and Issues in Nursing**: The course provides an overview of current trends in healthcare that impact the nurse in providing care. The framework for the course is multidimensional, global and demonstrates the interdependency of the nurse in the delivery of care. Students participate with the instructor to discover the components of the issues and how they become trends. The components include history, research, evidence-based practice social and political trends, technology, nursing roles, and health care delivery. **Total Course Hours**: Nursing 304 is a 3 credit course. There are eleven (11) three-hour classes and three (3) self-directed learning components that contribute to a total of 42 classroom hours, without a clinical component. Class attendance is strongly recommended, as there will be a graded in-class assignment/quiz completed during each class meeting.

Please also refer to J. Sargeant Reynolds Community College website for description of pre-requisite courses. [www.jsr.vccs.edu](http://www.jsr.vccs.edu)

**CREDIT and CLOCK HOUR DEFINITIONS**

Bon Secours Memorial School of Nursing credit definition:
1 credit = 1 hr/wk lecture or 3 hrs/wk clinical laboratory/direct care

School of Nursing clock hour definition:
1 lecture hour = 50 minutes or 1 clinical laboratory hour = 60 minutes

Courses taught at J. Sargeant Reynolds Community School are taught within JSRCC semester definitions. The Bon Secours Memorial School of Nursing academic schedule consists of Fall, Spring, and Summer Semesters which are 16 weeks in length.

**CURRICULUM**

The curriculum is designed to fulfill the philosophy and goals of the School of Nursing. In thirty months of progressive, sequential work, students are taught to use the nursing process by correlating theory with clinical experience.

Bon Secours Memorial School of Nursing offers a Diploma in Nursing. The curriculum is thirty months in length and requires 110 credit hours. The program offers two scheduling options for completion of the course of studies. These schedule options are day and evening/weekend. An academic advisor determines the appropriate course schedule with each student based on courses completed. Upon completion of the program a diploma in Nursing is awarded and the graduates are eligible for testing for licensure as a Registered Nurse.

Concurrent with nursing courses at the School, most students take the required foundational college courses in the biological sciences, social sciences, and humanities at J. Sargeant Reynolds Community College or any institution accredited by agencies recognized by the United States Department of Education. Prior to admission, comparable courses may also be taken at any institution accredited by
agencies recognized by the United States Department of Education. The School of Nursing determines the acceptability of course credit for transfer.

At the completion of the curriculum, the student has attained 66 credits in nursing courses and 44 credits in general education courses, totaling 110 credits. The acceptability and transferability of the School of Nursing and J. Sargeant Reynolds Community College credits depend upon the receiving institution’s admission and placement policies.

**Program Outcomes**
At the conclusion of the program, the Bon Secours Memorial School of Nursing graduate will be able to:
1. Integrate a systematic process of inquiry and reflection to analyze information for effective decision making.
2. Practice outcome and evidence-based nursing interventions that reflect caring behaviors and responsiveness to cultural differences.
3. Exchange accurate and congruent information, ideas, and feelings so that individuals and groups can understand, perform activities, and/or change behaviors.
4. Manage the delivery of healthcare to individuals, families, and groups.

**Level Competencies**

**Critical Thinking:**
- **Third Level:** At the conclusion of the third level, the student will: interpret data, provide evidence, and make clinical judgments, which integrate theory, skills, and experience.

- **Second Level:** At the conclusion of the second level, the student will: compile data and show evidence of inquiry, reflection, and problem solving in clinical decision-making.

- **First Level:** At the conclusion of the first level, the student will: collect and interpret data, utilize standards and guidelines while participating in clinical decision-making.

**Therapeutic Nursing Interventions:**
- **Third Level:** At the conclusion of the third level, the student will: modify outcome and evidence-based nursing practice to meet established goals.

- **Second Level:** At the conclusion of the second level, the student will: construct an individualized holistic plan of care to include clinically competent, theoretically based nursing interventions while collaborating with the multidisciplinary team.

- **First Level:** At the completion of the first level, the student will: use the nursing process to meet the healthcare needs of selected clients.

**Communication:**
- **Third Level:** At the conclusion of the third level, the student will: communicate effectively with individuals, groups, and communities.

- **Second Level:** At the conclusion of the second level, the student will: utilize collaborative and therapeutic communication skills with clients, families, groups, and members of the healthcare team.
First Level: At the conclusion of the first level, the student will: engage in various forms of communication to process accurate information.

Management:
Third Level: At the conclusion of the third level, the student will: utilized management principles to coordinate care of clients and groups across the continuum of care.

Second Level: At the conclusion of the second level, the student will: demonstrate collaboration skills in the management of client care.

First Level: At the conclusion of the first level, the student will: participate in the management of self and care of the client.

The required JSRCC courses having prerequisites are as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite(s)</th>
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<tbody>
<tr>
<td>BIO 102 General Biology II</td>
<td>BIO 101 General Biology I</td>
</tr>
<tr>
<td>BIO 205 General Microbiology</td>
<td>BIO 101 and BIO 102 or CHM111</td>
</tr>
<tr>
<td>ENG 112 College Composition II</td>
<td>ENG 111 College Composition I</td>
</tr>
<tr>
<td>NAS 162 Health Science II</td>
<td>NAS 161 Health Science I</td>
</tr>
<tr>
<td>PSY 230 Developmental Psychology</td>
<td>PSY 201 Introduction to Psychology</td>
</tr>
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</table>

The required BSMSON courses having prerequisites are as follows:

<table>
<thead>
<tr>
<th>NURSING COURSE</th>
<th>PRE-REQUISITES</th>
<th>CO-REQUISITES</th>
</tr>
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<tbody>
<tr>
<td>LEVEL 1</td>
<td></td>
<td>-</td>
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<tr>
<td>-</td>
<td></td>
<td>BIO 101, ENG 111, NAS 161</td>
</tr>
<tr>
<td>NUR 100 Foundational Concepts for Professional Nursing</td>
<td>None</td>
<td>BIO 102 or CHM 111, NAS 162, PSY 201</td>
</tr>
<tr>
<td>NUR 101 Health Assessment and Clinical Therapeutics</td>
<td>NUR 100</td>
<td></td>
</tr>
<tr>
<td>NUR 102 Clinical Applications of Nursing Concepts</td>
<td>NUR 101</td>
<td></td>
</tr>
<tr>
<td>NUR 105* Transcultural Nursing</td>
<td>None</td>
<td>BIO 205, DIT 121, ENG 112, MTH,</td>
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<tr>
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<td></td>
<td>PSY 230, SOC 200</td>
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NUR 201 Nursing Care of Adults
NUR 202 Nursing Care of Childbearing Families
NUR 203 Nursing Care of Diverse Populations
NUR 204 Nursing Care of Clients with Behavioral Issues
NUR 205* EKG Interpretation NAS 161
NUR 210 Pathopharmacology I NAS 162, NUR 101
NUR 211 Pathopharmacology II NUR 210
<table>
<thead>
<tr>
<th>NURSING COURSE</th>
<th>PRE-REQUISITES</th>
<th>CO-REQUISITES</th>
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</thead>
<tbody>
<tr>
<td>LEVEL 3</td>
<td>Pre-requisites for all 300 level nursing courses (except NUR 304): All Level 2 courses (except NUR 205) BIO 205, DIT 121, ENG 112, MTH, PSY 230, SOC 200</td>
<td>PHI 220</td>
</tr>
<tr>
<td>NUR 300</td>
<td>Nursing Care of Children and Families</td>
<td></td>
</tr>
<tr>
<td>NUR 301</td>
<td>Nursing in the Community</td>
<td></td>
</tr>
<tr>
<td>NUR 302</td>
<td>Transition to Professional Practice</td>
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<tr>
<td>NUR 303</td>
<td>Nursing Care of Clients with Physiologic Crisis</td>
<td></td>
</tr>
<tr>
<td>NUR 304</td>
<td>Trends and Issues in Nursing</td>
<td></td>
</tr>
<tr>
<td>NUR 305</td>
<td>NCLEX Review (for students about to graduate)</td>
<td></td>
</tr>
</tbody>
</table>

*Elective, not offered every semester

**Curriculum Plan (Sample Full-time)**

**First Level**

**Fall Semester**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit</th>
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<tbody>
<tr>
<td>NAS 161 Health Science I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 101 General Biology with Lab</td>
<td>4</td>
</tr>
<tr>
<td>ENG 111 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 100 Foundational Concepts for Professional Nursing</td>
<td>5</td>
</tr>
<tr>
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</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAS 162 Health Science II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 102 General Biology with Lab</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHM 111 General Chemistry with Lab</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 101 Health Assessment &amp; Clinical Therapeutics</td>
<td>5</td>
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</table>

**Summer Semester**

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<th>Courses</th>
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<tbody>
<tr>
<td>BIO 205 General Microbiology</td>
<td>4</td>
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<tr>
<td>NUR 102 Clinical Applications of Nursing Concepts</td>
<td>4</td>
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**Second Level**

**Fall Semester**

<table>
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<th>Courses</th>
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<tbody>
<tr>
<td>PSY 230 Developmental Psychology</td>
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<tr>
<td>NUR 210 Pathopharmacology I</td>
<td>3</td>
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<tr>
<td>NUR (2 Second Level Rotations) 5 credits each</td>
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<td>16</td>
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</table>
Second Level Rotations

<table>
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<tr>
<th>Courses</th>
<th>Credit</th>
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<tbody>
<tr>
<td>NUR 201 Nursing Care of Adults</td>
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<tr>
<td>NUR 202 Nursing Care of Childbearing Families</td>
<td>5</td>
</tr>
<tr>
<td>NUR 203 Nursing Care of Diverse Populations</td>
<td>5</td>
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<tr>
<td>NUR 204 Nursing Care of Clients with Behavioral Issues</td>
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Spring Semester

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<tbody>
<tr>
<td>DIT 121 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>NUR  (2 Second Level Rotations) 5 credits each</td>
<td>10</td>
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<td></td>
<td>16</td>
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</table>

Summer Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit</th>
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<tbody>
<tr>
<td>MATH  Elective</td>
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</tr>
<tr>
<td>ENG  112 College Composition II</td>
<td>3</td>
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<tr>
<td>NUR 211 Pathopharmacology II</td>
<td>2</td>
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Third Level Rotations

Fall Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit</th>
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<tbody>
<tr>
<td>PHI 220 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>NUR  (2 Third Level Rotations) 6 credits each</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit</th>
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<tbody>
<tr>
<td>NUR 300 Nursing Care of Children and Families</td>
<td>6</td>
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<tr>
<td>NUR 301 Nursing in the Community</td>
<td>6</td>
</tr>
<tr>
<td>NUR 302 Transition to Professional Practice</td>
<td>6</td>
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<tr>
<td>NUR 303 Nursing Care of Clients with Physiologic Crisis</td>
<td>6</td>
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Spring Semester

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR  (2 Third Level Rotations) 6 credits each</td>
<td>12</td>
</tr>
<tr>
<td>NUR 304 Trends and Issues in Nursing</td>
<td>3</td>
</tr>
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<td>15</td>
</tr>
</tbody>
</table>

Total Credits Earned:
School of Nursing – 66, JSRCC – 44. Total – 110

DINING FACILITIES

Vending machines for drinks and snacks are located in the School. Refrigerators and microwave ovens are available in the student lounge for student use.

DISABILITIES: RIGHTS and RESPONSIBILITIES
The Office of Student Services assists students with disabilities in obtaining appropriate academic adjustments during the course of their studies at the School of Nursing. If a student believes that he or she may need and wants such an academic adjustment, the student should contact the office of the Director, Student Academic Success by calling 804-627-5346. The Assistant Dean for Student Services is the School of Nursing’s coordinator for compliance with applicable disability laws.

The Bon Secours Memorial School of Nursing seeks to comply with all applicable laws, including Section II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. The School provides appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability.

If a student wants the School to provide an academic adjustment, he or she must apply as soon as possible. It is the responsibility of the student to make the application in a timely fashion, and to submit supporting documentation, in accordance with the guidelines provided by the Office of Student Services. Even if a student’s application to the School of Nursing disclosed the existence of a disability, the student should not assume that this information is known by the Office of Student Services.

Once academic adjustments are granted, it is the student’s responsibility to register each semester thereafter with the Office of Student Services, Disability Support Services, in order to maintain his or her eligibility to continue receiving the adjustments previously provided by the School. Of course, students who do not require or wish to receive academic adjustments need not disclose or identify their disabilities to School officials. Information regarding student disabilities and academic adjustments is treated as confidential by the School in accordance with applicable law.

Once Disability Support Personnel have reviewed and approved the documentation provided by the student, Disability Support Personnel will provide a confidential Memo to the student. The student decides which faculty, if any, will receive this memo. Only the student can elect to disclose the accommodations they are eligible to receive. Upon receiving the memo from a student, they will also be given the forms of this policy (available at Forms Warehouse, Form # ST 1.30), so arrangements can be made for testing accommodations.

**Guidelines for Disability Documentation**

Students who request adjustments on examinations or other academic tasks on the basis of a disability must provide documentation that meets the guidelines set forth below. The documentation should be submitted to the Assistant Dean for Student Services as soon as possible. In all cases, the cost of obtaining the professional verification to establish the disability shall be borne by the student. In the event that a student requests an academic adjustment that is not supported by the data in the
assessment, or the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent upon the student to obtain supplemental testing and assessment at the student's expense. If the School of Nursing requires an additional assessment for the purpose of obtaining a second professional opinion then the School will bear the cost of doing so. The School customarily engages the services of one or more qualified healthcare professionals to assist in the review and evaluation of students' requests for academic adjustments.

Verification of Physical and Mental Disabilities
A student with a physical or mental disability must provide professional documentation by a licensed professional health care provider who is qualified to diagnose the disability. The documentation must consist of a comprehensive, typed report that identifies a specific, current diagnosis, describes the diagnostic criteria and/or tests used, and reflects the student's present level of functioning in the major life activity affected by the disability. In the case of requests for adjustments on examinations, the documentation must specifically describe how the student's functional limitations due to the diagnosed disability substantially limit his or her ability to take Bon Secours Memorial School of Nursing examinations under regular testing conditions.

Verification of Learning Disability
A student with a learning disability must provide professional testing and evaluation results that reflect the student's present level of functioning and achievement, establishes the existence of a learning disability and its impact on the student's educational performance, and validates the need for the adjustments requested. The documentation must consist of a comprehensive neuropsychological or psychoeducational assessment report. Documentation verifying the learning disability must:

(1) be prepared by a professional qualified to diagnose a learning disability. All reports must be on the professional's letterhead, typed, dated and signed, and must set forth (or attach) the professional evaluator's qualifications to render a diagnosis of a learning disability.

(2) be current. In most cases, the diagnostic evaluation should be no more than two (2) years old.

(3) provide clear and specific evidence that a learning disability does or does not exist. The assessment must consist of a comprehensive battery of tests, and the report must summarize the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional evaluator.

(4) reflect the student’s present level of functioning in the following three domains: achievement (reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar and spelling); intelligence/aptitude; and information processing.
(5) recommend specific adjustments, and explain why such adjustments are necessary and how the data supports the request for such academic adjustments.

**Verification of Attention-Deficit/Hyperactivity Disorder (ADHD)**

A student with ADHD must provide a comprehensive written evaluation that establishes the existence of ADHD and its impact on the student's educational performance, and validates the need for the academic adjustments requested. Documentation verifying the existence of ADHD must:

1. be prepared by a professional qualified to diagnose ADHD. All reports must be on the professional's letterhead, typed, dated and signed, and must set forth (or attach) the professional evaluator's qualifications and experience with diagnosing ADHD in an adult population.

2. be current. In most cases, the diagnostic evaluation should be no more than two years old. In some cases, such as when new medication has been prescribed or discontinued since the prior assessment or if observed changes have occurred in the student's performance, it may be necessary to update the evaluation report to account for these changes.

3. provide appropriate clinical documentation to substantiate the existence of ADHD. The documentation must consist of a comprehensive report that includes, at a minimum, a diagnostic interview and history (including evidence of childhood symptoms), relevant testing information (such as neuropsychological or psycho-educational assessment), and identification of DSM-IV criteria, a specific diagnosis, relevant academic records, and an interpretive summary.

4. Recommend specific academic adjustments, and explain why such adjustments are necessary and how the evaluation results support the request for such academic adjustments. The report should address the ameliorative effects of medication, if any, and the impact of such amelioration on the adjustments recommended.

This term shall be understood to include, for the purpose of these guidelines, Attention Deficit Disorder (“ADD”).

**Prior IEP or 504 Plan**

The existence of a prior Individualized Education Plan (IEP) or of a prior 504 Plan is insufficient documentation, alone, to determine eligibility for academic adjustments in the School of Nursing. Accordingly, students who seek academic adjustments must comply with the above guidelines, regardless of whether they previously have had an IEP or a 504 Plan. Such plans may be included as a part of a submittal which otherwise fulfills the requirements of these guidelines.

**Essential Functions**
The requested academic adjustments may not, in any event, contradict or override the Essential Functions of a Student Nurse.

**Other Information**
Disabled student parking is available for those who receive authorization from the Office of Student Services. The issued parking permit must be properly displayed at all times when the vehicle is on School property.

**Adjustments for and Verification of Temporary Disabilities, including Pregnancy and Related Conditions**
A student requesting academic adjustments due to a temporary disability, including pregnancy or related conditions, shall provide current documentation verifying the nature of the condition, stating the expected duration of the condition and describing the academic adjustments requested. A professional health care provider who is qualified to diagnose such conditions must provide such verification on the provider’s letterhead. The cost of obtaining the professional verification shall be borne by the student. Verification from a physician demonstrating that the particular adjustments are medically necessary is required. If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate adjustments, the School has the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student. If the School requires an additional assessment for the purpose of obtaining a second professional opinion, then the School will bear the cost of doing so. The Assistant Dean for Student Services shall consider requests for academic adjustments on the basis of a temporary disability on a case-by-case basis and will arrange appropriate adjustments. Medical leaves of absence also may be requested if deemed medically necessary by the student's physician. Disability Support Services form # ST 1.30 is available in the Forms Warehouse.

**Grievance Procedure**
Students who request academic adjustments from faculty or staff members and believe that such adjustments have been wrongly denied, or believe they have been discriminated against on the basis of a disability, should bring this matter to the attention of the Assistant Dean for Student Services. If the Assistant Dean for Student Services is unable to resolve this matter informally or if the student is dissatisfied with the resolution, the student may file a grievance with the Assistant Dean, in accordance with the Grievance Policy.

**DRESS CODE**

Students are expected to maintain a professional demeanor while in the classroom and in the clinical setting. All students must have their name badges on at all times, even in the building while attending class. Please see Bon Secours Policy HR-04: The Bon Secours Human Recourses dress code policy is written to ensure that all employees and nursing students appear to Bon Secours customers in a professional manner. *Students who fail to adhere to this dress code may be asked to leave*
the class, skills laboratory, or the clinical setting until the necessary changes have been made.

Name Badges:
Identification badges are worn above the waist on the left side of the chest in an upright, readable position at all times. Identification badges may not be displayed on lanyards but must be affixed to the clothing. The only items worn on the name badge are BSR-issued devices recognition pins, leaving the name and photo visible at all times. Where applicable identification badges may not be required in some settings due to infection control procedures or safety precautions (i.e.: Surgery), but employees must wear the identification badge properly at all other times while on duty.

School Uniform: In the clinical setting or in the school clinical Laboratory:
The student uniform, identification badge, and insignia are worn **only** during clinical experiences.

1. In the hospital clinical area, the complete school uniform will be worn by all students. A clean white sweater or the School of Nursing white lab coat may be worn over the uniform.
2. A Lab coat with long straight sleeves and collar is part of the school uniform.
3. The School insignia must be worn centered two inches from the left shoulder seam of all dresses, tops and lab coats.
4. Shoes must be clean, all white leather or all white Synthetic with a closed toe. White shoes must be polished and have clean laces.
5. Solid white socks or white stockings are part of the uniform.
6. While in school uniform and in clinical areas, a limited amount of jewelry is allowed. Students may wear a watch, a wedding band with an engagement ring, Nursing School ring or pins, short gold or silver necklace. Small gold, silver, pearl, or gemstone stud earrings may be worn and must not exceed 6mm in size. Only one earring may be worn per earlobe, in the lowest opening. Facial and other body jewelry are not acceptable. If the jewelry is unable to be removed, then it must be covered with a band aid.
7. Visible tattoos are not allowed.
8. 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
9. 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.
10. Male students may have a short, well-groomed beard, mustache, or goatee, which is kept clean and free of flaky skin.
11. All students in school uniforms must take to clinical, a black pen, a watch with a second hand, scissors, clamps, a calculator and a stethoscope.

Clinical Setting or Clinical Preparation;
When the student is in the clinical setting for clinical preparation, appropriate business casual attire is worn with the required School of Nursing lab coat and identification badge.
For courses involving specialty or observational clinical areas, the school uniform may be worn to the specialty area and changed to the specified scrubs or attire. Some courses, such as Nursing in the Community and Care of the Client in Behavioral Health courses may require street clothing. The course syllabus for such courses will outline the appropriate dress.

**School Skills Laboratory**
At the discretion of the faculty, students in the school skills laboratory will wear appropriate business casual attire, with the required School of Nursing lab coat and identification badge.

**In the Classroom or School of Nursing Building**
1. While in school a clean and well cared for appearance should be maintained. Appropriate dress for classroom include dress pants, jeans (without holes or faded), or dress shorts, dresses or skirts.
2. Clothing is *inappropriate* when it is strapless, backless, or revealing, or shows the midriff; has slits above the knee, or is form fitting. Dresses, skirts, and shorts should be no shorter than top of the knee (sitting or standing). Shoulder straps should be no less than two inches wide. Camisoles or spaghetti strap shirts or dresses are *not* appropriate.
3. Tattoos must not be visible. They may be covered or non-visible.
4. No gum chewing is allowed in the classroom, skills lab, and/or in the clinical setting.
5. Both female and male students can wear sandals.
6. No food or drink can be brought into the skills lab or into a client's room in the hospital setting.
7. Name badges must be worn in the classroom.

**DRUG and SUBSTANCE ABUSE**

**Commitment to Substance Abuse Prevention**
The School of Nursing is committed to maintaining a healthy and substance abuse-free environment that promotes the safety and welfare of students, clients, 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, as well as endanger others.

In addition to the annual distribution/posting by the School of Nursing of written materials relating to substance abuse prevention and treatment, the School periodically presents programs on the subject to its students. The School's efforts at substance abuse prevention are evaluated on a biennial basis to determine effectiveness and need for revision. For information on pre-entry drug screening, see Health Services.
Bon Secours Virginia Health System facilities are “Drug-Free Workplaces”. Substance abuse is cause for disciplinary action that may include dismissal from the program. Refer to Bon Secours Human Resources Employee Drug Free Workplace Policy (HR-19).

School of Nursing faculty and staff must comply with the Hospital's policy on Employee Substance Abuse. (See Hospital Policy HR-19, Book IV.) Any student who works for pay at Bon Secours Virginia Health System shall be governed by the Employee Substance Abuse policy in addition to this Drug and Substance Abuse policy.

Each policy defines the independent obligations of students to address this problem and shall constitute independent obligations of such student. Students shall sign a release for substance abuse testing upon acceptance into the program. Refusal to sign such release will result in withdrawal of student’s acceptance and that student will not be allowed to enter the program. Accepted students must successfully complete a drug screening to fulfill admission requirements. Positive results on admission drug screening will result in immediate decline of the student’s application. Applicants who are declined for this reason of Nursing may not reapply until at least 6 months later. Reapplication is not a guarantee of readmission.

Students who are suspected of substance/alcohol use/abuse while enrolled in the program, either in the classroom, laboratory, or clinical setting, will be required to submit immediately to drug/alcohol testing through a drug-testing company the School has under contract. The student will be required to pay for testing. Refusal to undergo testing will result in immediate dismissal from the program.

**Applicable Law**
Local, State and Federal laws prohibit the unlawful use, possession, consumption or distribution of illegal drugs and alcohol. The School will report any student suspected of violating these laws to the proper legal authorities. A student found to be in violation of these laws is subject to substantial legal penalties, including fines, imprisonment and loss of federal benefits, as well as disciplinary sanctions from the School. Students are advised that the Virginia Board of Nursing may deny licensure. § 54.1-3007).

**Federal Law - To Possess With Intent To Distribute:**
Schedule 1 Drugs (See types of Drugs this policy) - Depending on quantity (First Offense) Maximum Penalty: Not less than ten (10) years and fine up to $4 million. If death or serious injury or Second Offense not less than 20 years--not more than life. Fine of not more than $8 million. (Felony)

Schedule 2 Drugs (See types of Drugs this policy) - Depending on quantity (First Offense) Maximum Penalty: Not more than five (5) years and fine not more than $250,000. Second Offense not more than ten (10) years and fine not more than $500,000. (Felony)
Schedule 3 Drugs (See types of Drugs this policy) - Depending on quantity (First Offense) Maximum Penalty: Not more than five (5) years and fine not more than $250,000. Second Offense not more than ten (10) years and fine not more than $500,000. (Felony)

Schedule 4 Drugs (See types of Drugs this policy) - Depending on quantity (First Offense) Maximum Penalty: Not more than three (3) years and fine not more than $250,000. Second Offense not more than six (6) years and fine not more than $500,000. (Felony)

Schedule 5 Drugs (See types of Drugs this policy) - Depending on quantity (First Offense) Maximum Penalty: Not more than one (1) year and fine not more than $100,000. Second Offense not more than two years and fine not more than $200,000. (Felony) *Note that most penalties are doubled when minors are involved or if distribution occurs within 1,000 feet of a university or School.

Prevention
Please be aware that while these may be signs of unrelated problems, they are also symptoms of drug and alcohol abuse. High-strung, irritable, mood swings, forgetful, poor concentration sluggish, slow reaction times frequent absences from the work area late arrivals, early departures Monday and Friday absences, absences tied to paydays or holidays regularly extended lunches, frequent accidents or near accidents If you have a problem yourself (or know someone on campus who does), remember that it is better to work on problems before they become critical. Alcohol and drug dependence are progressive illnesses that rarely get better without help. In addition, they can become a threat to health, happiness and life.

Alcohol and Other Drug Counseling and Treatment Programs Available for BSMSON Students and Faculty/Staff
A. Employees – An employee who experiences a problem with alcohol or other drugs may contact a Assistant Dean of Student Services for confidential assistance or referral to appropriate resources (e.g. Employee Assistance Program). An employee may directly contact the Employee Assistance Program if eligible.  
B. Students – A student who experiences a problem with alcohol or other drugs may contact an Assistant Dean of Student Services for confidential assistance or referral to appropriate resources.

TYPES OF DRUGS

Schedule I
Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP) and MDA, Fentanyl, Ecstasy, GHB

**Health Risks:** Psychologically and physically addictive, depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus

**Schedule II**
Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines, Hydrocodone, Hydromorphone Oxycodone, Doriden, and any other opium and opium extracts and narcotics

**Health Risks:** Psychologically and physically addictive, withdrawal symptoms, convulsions, respiratory failure, frequent accidents, possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death

**Schedule III**
Certain barbiturates such as amobarbitol and codeine containing medicine such as Fiorinal #3, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex; Hydrocodone, and all anabolic steroids

**Health Risks:** Psychologically and physically addictive, potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions, possible damage to unborn fetus

**Schedule IV**
Barbiturates, narcotics, and stimulants including Valium, Talwin, Librium, Equanil, Placidyl, Tranzene, Serax, Ionamin (yellow jackets), Xanax

**Health Risks:** Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus

**Schedule V**
Compounds that contain very limited amounts of codeine, opium, and atropine, Robitussin AC

**Health Risks:** Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms including runny nose, watery eyes, panic, chills, cramps, irritability, possible damage to unborn fetus

**Schedule VI**
Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol

**Health Risks:** Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis;
withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women

**Types of Alcohol**
Malt beverage is beer, ½ or 1% to 6% alcohol, unfortified wine is wine not more that 17% alcohol, fortified wine is wine of not more than 24% alcohol, Spirituous liquor is distilled spirits of ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc. Mixed beverage is a drink composed in whole or part of spirituous liquor and served at restaurants, hotels and private clubs licensed by the State.

**Health Risks:** Psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels.

Bon Secours Memorial School of Nursing follows the Drug Free Workplace policy of Bon Secours Virginia. When a faculty member or responsible agent has reasonable suspicion that a student has misused or is misusing alcohol or drugs, based on behavioral, physical, and/or performance indicators, or the apparently reliable testimony of a person claiming to have personal knowledge of the misuse of alcohol or drugs by a student, follow the below procedure.

1. The faculty member or responsible agent will observe the student. If the notification of misuse of alcohol or drugs is from an informant, consider the credibility of the informant, observe the student in question, and approach the student for a conference if there are behavioral, physical, and/or performance indicators as to the suspicion of misuse of alcohol or drugs.
2. The faculty member will tell the student that there is reasonable suspicion that s/he is suspected of misusing a substance (alcohol and/or drugs). This begins the process of reasonable suspicion testing i.e. referred to as testing procedures.
3. The faculty member will detain the student at the clinical site until the testing company arrives. An empty room or private area is preferred for holding the student.
4. If the student refuses to remain at the site and refuses the drug test, the student will be dismissed from the School immediately.
5. The faculty member will contact the drug testing company, Pembroke Solutions, at 1-800- 733-1676, extension 1166 giving the required information to the company representative such as location, number of persons to be tested, etc. in order to proceed with the drug testing.

The faculty member may call EAP to assist the student while waiting for the testing company to arrive. The student is NOT to be left alone.

**STUDENTS WHO ARE CONVICTED OF A CRIMINAL DRUG STATUTE VIOLATION OR INVOLVED IN RELATED ACTIVITIES ARE SUBJECT TO DENIAL OF GOVERNMENTAL FINANCIAL ASSISTANCE, GRANTS, AND LOANS.**

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6. During the time when the student is in the classroom/laboratory setting, if the faculty member has reasonable suspicion that a student is misusing alcohol and/or drugs, the faculty member will bring the suspected student to the Assistant Dean for Student Services. In the absence of the Assistant Dean for Student Services, the student will be taken to one of the other Assistant Deans/Dean. The Assistant Dean will notify Pembroke Solutions at 1-800-733- 1676, extension 1166 to proceed with the drug testing.
7. The student being held and tested for reasonable suspicion will be on interim suspension – allowable for fact finding - while the drug test report is finalized, which usually takes 18-24 hours.
8. If the drug test is positive, the student will be dismissed from the School immediately.
9. The student must show evidence of completing a rehabilitation program, demonstrating compliance through negative drug tests for 6 months before being allowed to re-apply to the School. There is no guarantee of readmission.
10. The student is responsible for all charges related to substance abuse testing.

EDUCATIONAL FACILITIES

The School of Nursing building contains well-equipped classrooms, skill laboratories, computer laboratories, conference rooms, faculty and administrative offices, library, and student lounge. The School 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.

Students are enrolled at J. Sargeant Reynolds Community College or regionally accredited institution each semester during the program for required courses in basic biological sciences, social sciences, and humanities.

The Bon Secours Memorial School of Nursing library provides a variety of professional reference materials and journals. Other library facilities available to students include the JSRCC library, Virginia Commonwealth University library, the Medical College of Virginia library, Bon Secours St. Mary’s Hospital library, Bon Secours Memorial Regional Medical Center library, and North Park Public Library.

ENROLLMENT AGREEMENT

Bon Secours Memorial School of Nursing shall use a student enrollment agreement. This form shall be completed and signed by a student admitted to the School, with a duplicate copy provided to the student. This form shall include the following information: the program that the student is enrolled in, enrollment period, the tuition charges and other charges (e.g., for tools, books, or other supplies), the refund
policy, student acknowledgement of reviewing Student Handbook and Catalog, Essential Functions of a Nurse, and the withdrawal policy.

Admissions will send new students a completed Enrollment Agreement. Registration and Enrollment will send enrollment agreements to continuing students and to students that who are returning from a leave of absence. A copy of the signed agreement will be returned to the student. Agreements will be filed in students’ permanent record.

Continuing students are ineligible to start classes until a properly executed Enrollment Agreement is returned. New students are ineligible to attend Orientation until a properly executed Enrollment Agreement is returned.

Registration and Enrollment will update the school’s records upon receipt of agreements.

Note student’s ability to cancel enrollment agreement in three days.

**ESSENTIAL FUNCTIONS, BEHAVIORS, ABILITIES OF THE NURSING STUDENT**

Students must be able to perform the Essential Functions, Behaviors and Abilities of the Nursing Student on the first day of class.

Nursing is a practice discipline. The professional practice of nursing draws upon the cognitive ability, psychomotor skills, School of Nursing skills, emotional stability and physical endurance of those engaged in the discipline. Given the nature of the curriculum at Bon Secours Memorial School of Nursing, a student must be prepared to meet the basic requirements of a practicing professional nurse.

A student accepted into this program must demonstrate competence in the areas of cognitive ability, psychomotor skills, interpersonal skills, emotional stability, and physical endurance. The individual student must not pose a significant risk or direct threat to the health, safety, or welfare of the individual or others. In addition, the student must demonstrate suitability for the practice of nursing as follows:

A. Demonstrates integrity and honesty.
B. Exercises safe, rational judgments.
C. Demonstrates a high degree of sensitivity and caring.
D. Behaves in a responsible manner.
E. Effectively responds to the evaluation process.
F. Follows directions.
G. Maintains self-control.
H. Demonstrates flexibility.
I. Accepts the presence of different cultures, beliefs, values, and lifestyles.
J. Commits a reasonable amount of time and effort to meet the educational objectives.

The following essential functions, behaviors, physical requirements, skills, and abilities are requirements for the nursing student.

The student must be able to:

A. Deliver nursing care to all types of clients in a variety of settings. Note: Students may be exposed to infectious body fluids, toxic drugs and solutions, or radiation. Clinical experiences will take place in community and hospital settings.

B. Think critically while acting, analyze data, perform mental calculations, act in emergency situations, make discriminating judgments, assume leadership roles, and teach.

C. Assess, collect and interpret patient data, and incorporate this data into a plan of care. Note: Collection of data requires the ability to see, hear, smell, and feel when performing functions such as physical assessment, neuro checks, and wound care. Also includes the ability to transfer information from one document to another without error.

D. Implement and evaluate nursing care based upon a plan of care for an individual or group of individuals.

Note: This includes the ability to prioritize, focus on patient outcomes, utilize standards of care, and operate standard nursing equipment.

E. Deliver nursing care to conscious and unconscious patients such as bathing, toileting, feeding, ambulation, transfers, positioning, and transportation. Note: These functions may involve walking, standing, sitting, lifting, bending, stooping, kneeling, pulling, pushing, reaching, and twisting.

F. Perform manual procedures such as administer medications, obtain vital signs, and perform sterile procedures. Note: Coordination and dexterity are required.

G. Perform complex technical skills such as regulating intravenous fluids, performing venipuncture, and operating electronic monitoring equipment. Note: Demonstration of precise eye/hand coordination with visual acuity is essential.

H. Perform emergency measures such as cardiopulmonary resuscitation (CPR), and suctioning. Note: This requires emotional control and immediate response. CPR certification and re-certification is required.

I. Communicate effectively, both verbally and in writing with patients, faculty, peers, staff, and physicians. Note: The ability to read, write, see, and hear sufficiently is required to obtain, document, and communicate patient data and academic work.

J. Complete assignments and examinations within the specified time limitations.

Note: This includes clinical and skill lab functions as well as classroom.

K. Demonstrate professional conduct and responsibility with accountability. Note: This requires behavior which reflects honesty and integrity, sensitivity and respect, functioning within safe ethical and legal standards, self-evaluation, and ongoing commitment to the learning process. This description of essential functions, behaviors and abilities of nursing students is intended to provide examples of areas of responsibility.
## FACULTY

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Major Teaching Responsibility</th>
<th>Degrees and Institutions</th>
<th>Highest Nursing Degree</th>
<th>Highest Degree Earned</th>
</tr>
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</table>
| Bartlett, Jennifer| Foundational Concepts/Health Assessment          | MS, Nursing. Old Dominion University
BSN, Cleveland State University - nursing                                                  | MSN                   | MS                    |
| Booker, Gloria H.  | Foundational Concepts/Health Assessment          | MSN, Virginia. Commonwealth University - nursing
BSN, Virginia Commonwealth University - nursing
ADN, Virginia State College - nursing                                                    | MSN                   | MSN                   |
| Brodsky, Christine J.| Nursing Care of Diverse Population. Care of Adults | MA, University of Iowa, nursing administration
BSN Marycrest College - nursing
ADN, Blackhawk Community College - nursing                                              | MA                    | MA                    |
| Buckley, Kathleen G.| Trends in Professional Nursing                     | MEd., George Mason College of Nursing University – education
BSN, Radford University-nursing                                                        | BSN                   | MEd.                  |
| Butler, Carrie B.  | Foundational Concepts/Health Assessment          | MS., Virginia Commonwealth University – nursing
BSN, James Madison of Nursing University – nursing                                         | MSN                   | MSN                   |
| Crowder, Dorothy S.| Nursing Care of Child Bearing Families           | MS, Virginia Commonwealth University – nursing
BSN, Virginia Commonwealth University – nursing
Diploma in Nursing, Petersburg General Hospital College of Nursing                     | MSN                   | MSN                   |
| Doyne, Claudette H.| Foundational Concepts/Health Assessment          | MSN, University of Phoenix – nursing
BSN, Alverno College – nursing
Diploma in Nursing, St. Mary’s College of Nursing                                       | MSN                   | MSN                   |
| Feurer, Amy E.     | Level Coordinator                                | MSN, Virginia Commonwealth University – nursing
BSN, Radford University - nursing
BS, Radford University - psych                                                          | MSN                   | MSN                   |
| Fitzgerald, Barbara F.| Pediatrics Foundational Concepts                | MSN, Old Dominion University – nursing
BSN, Virginia Commonwealth University - nursing                                             | MSN                   | MSN                   |
| Gardner, Trina G.  | Nursing Care of Children & Families              | MSN, Old Dominion University – nursing education
BSN., Old Dominion University - nursing
Diploma in Nursing, Trumbull Memorial Hospital College of Nursing                        | MSN                   | MSN                   |
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<th>Highest Nursing Degree</th>
<th>Highest Degree Earned</th>
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<tr>
<td>Hancock, Mary P.</td>
<td>Foundational Concepts / Nursing Care of Child-bearing Families</td>
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<td>BSN., Medical College of Virginia-Virginia Commonwealth University - nursing</td>
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<tr>
<td>Kinser, Patricia A.</td>
<td>Nursing care of Diverse Populations</td>
<td>MSN, Virginia Commonwealth University – women’s health</td>
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<td>BSN, Virginia Commonwealth University – nursing</td>
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<td></td>
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<td></td>
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<td>BS, Haverford College - biology</td>
<td></td>
<td></td>
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<tr>
<td>Krukiel, Tamera S.</td>
<td>Foundational Concepts / Health Assessment</td>
<td>MSN, Medical College of VA/Virginia Commonwealth University – Adult Nurse Practitioner</td>
<td>MSN</td>
<td>MSN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSN, Medical College of Va./ Virginia Commonwealth University - nursing</td>
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<tr>
<td>Laird, Barbara</td>
<td>Foundational Concepts / Health Assessment</td>
<td>EdD, NOVA Southeastern University - education</td>
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<td>EdD</td>
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<td></td>
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<td>MS, Virginia Commonwealth University - education</td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td>Diploma, Johnston Willis Hospital Nursing Program</td>
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<tr>
<td>Miller, Faith M.</td>
<td>Foundational Concepts / Health Assessment</td>
<td>MSN, University of Maine – women’s health</td>
<td>MSN</td>
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<td>BSN, Husson College – nursing</td>
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<td>Diploma in Nursing., Kings Park Psych Center College of Nursing - professional nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>Major Teaching Responsibility</td>
<td>Degrees and Institutions</td>
<td>Highest Nursing Degree</td>
<td>Highest Degree Earned</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------</td>
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</tr>
</tbody>
</table>
| Naidoo, Kalyvanie    | Foundational Concepts / Health Assessment                                                       | MSN/Education., University of Phoenix – nursing and education  
BSN, University of Central Florida – nursing  
Diploma, RKKhan Nursing College – general nursing  
Diploma, Somerset Maternity College – midwifery  
AA, Valencia Community College, assoc. arts/nursing  
Diploma, University of Central Florida, nursing | MSN                                                                                           | MSN/Ed                |
| Perkins, Chris-Tenna | Nursing Care of Diverse Populations                                                              | MS, Virginia Commonwealth University – nursing  
BSN, Bluefield State College – nursing  
ADN, Bluefield State College - nursing | MSN                                                                                           | MSN                   |
| Pryor, Ann S.        | Level Coordinator                                                                               | MS, Medical College of Virginia/Virginia Commonwealth University – oncology and adult health nursing  
BSN, Medical College of Virginia/Virginia Commonwealth University - nursing | MSN                                                                                           | MSN                   |
| Pugh, Holly L.       | Nursing in Community /Computer Applications Faculty                                               | MSHA , Virginia Commonwealth University – health administration  
BSN Virginia Commonwealth University – nursing  
ADN, J. Sargeant Reynolds Community College – nursing  
ADMA, J. Sargeant Reynolds Community College – medical assisting | BSN                                                                                           | MS                    |
| Purrington, Dale E.  | Nursing Care of Children & Families/ Transition to Professional Practice                         | MSN, University of Pennsylvania – PCCNP  
BSN, University of Vermont – nursing  
BS, James Madison University - biology | MSN                                                                                           | MSN                   |
| Ragan, Meredith S.   | Foundation Concepts / Health Assessment                                                           | MS, Central Michigan University – healthcare administration  
MSN, University of Virginia – nursing/psychiatry and family practice  
BSN, Old Dominion University – nursing  
Diploma, Davis Hospital College of Nursing - nursing | MSN                                                                                           | MSN                   |
| Richardson, Sarah F. | Foundational Concepts / Health Assessment                                                          | MS, Virginia Commonwealth University – nursing  
MS, Jackson State University – guidance and counseling  
BSN., Virginia Commonwealth University – nursing | MSN                                                                                           | MSN                   |
<table>
<thead>
<tr>
<th>Faculty</th>
<th>Major Teaching Responsibility</th>
<th>Degrees and Institutions</th>
<th>Highest Nursing Degree</th>
<th>Highest Degree Earned</th>
</tr>
</thead>
</table>
| Sablai, Maura C.    | Nursing Care of Clients w/Behavioral Issues                       | MSN, Emory University – psychiatric nursing  
BSN, Georgia State University – nursing  
BS, University of the Philippines – nursing | MSN                    | MSN                   |
| Sauer, Sharon K.    | Nursing Care of Clients w/Physiologic Crisis                     | EdD (c), University of Phoenix – educational leadership  
MSN/Ed., Loma Linda University – nursing/education.  
BSN – California State University - nursing | MSN/Ed                 | EdD (c)                |
| Seegers, Debra L.   | Nursing Care of Clients w/Behavioral Issues                       | Ph.D., Virginia Commonwealth University – nursing  
MS, Medical College of Virginia/Virginia  
Commonwealth University – family nurse practitioner  
BSN, University of Southern Maine – nursing  
ASN, University of Maine at Augusta - nursing | Ph.D.                  | Ph.D.                 |
| Sharp, Pamela       | Foundational Concepts/Health Assessment                            | Ph.D., Virginia Commonwealth University – nursing  
MS, Hampton University – nursing  
ASN, Norfolk State University - nursing | Ph.D.                  | Ph.D.                 |
| Simpson, Rachael I. | Transition to Professional Practice                               | MSN, University of Virginia – nursing/health systems management  
BSN, University of Virginia – nursing  
ADN, Piedmont Va. Community College - nursing | MSN                    | MSN                   |
| South, Valerie J.   | Nursing in Community                                             | MS, Virginia Commonwealth University-Medical College of Virginia – nursing  
BS, Radford University - nursing | MSN                    | MSN                   |
| Thomas-Wright, Jenny| Nursing Clinical Lab                                             | BSN., Virginia Commonwealth University – nursing  
ADN, J. Sargeant Reynolds Community College - nursing | BSN                    | BSN                   |
| Turner, Christine K.| Nursing Care of Adult Populations                                 | MS, Virginia Commonwealth University – nursing administration  
BSN, The University of Virginia – nursing | MSN                    | MSN                   |
| Twombly, Pamela A.  | Trends & Issues in Nursing/Consultant                            | MSHA, Virginia Commonwealth University-Medical College of Virginia – health administration  
BSN, St. Francis Xavier University - nursing | BSN                    | MS                    |
| Tyminski, Janett E. | Nursing Care of Adults / EKG                                      | MS, West Virginia University – rehab counseling  
BA, West Virginia University – biology  
BSN, Virginia Commonwealth University – nursing | MS                     | MS                    |
| Vasel, Laura A.     | Level Coordinator                                                 | MSN, Virginia Commonwealth University – child health  
BSN, The College of New Jersey – nursing | MSN                    | MSN                   |
<table>
<thead>
<tr>
<th>Faculty</th>
<th>Major Teaching Responsibility</th>
<th>Degrees and Institutions</th>
<th>Highest Nursing Degree</th>
<th>Highest Degree Earned</th>
</tr>
</thead>
</table>
| Wilkins, Susan A.    | Nursing Care of Clients w/Physiologic Crisis   | MBA, Averett University – business administration  
BSN, Virginia Commonwealth University - nursing  
AAS in Nursing., J. Sargeant Reynolds Community College - nursing | BSN                    | MBA                   |

**FINANCIAL AID**

Bon Secours Memorial School of Nursing (BSMSON) believes the primary responsibility for the cost of a student’s education rests with the student and/or his family. The School does however, have a financial aid program designed to assist the qualified student in meeting direct educational expenses. Therefore, students will need additional resources to support themselves and their education while enrolled in the School of Nursing. Advance planning by the student is essential if his financial needs are to be adequately met. Financial aid counseling is available through the Financial Aid Specialist and the Director of Financial Aid.

**Definitions**

- Educational expense is considered tuition, fees, books, supplies, and uniforms. Educational expense does not include living expenses, 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 his 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 School of Nursing.
- A scholarship award is the awarding of funds from a private foundation to a student to help subsidize his education while enrolled in the School of Nursing.
- 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 less credit hours.

**Eligibility Requirements**

To be eligible to receive need based financial aid, a student must:

- Be admitted to the Bon Secours Memorial School of Nursing.
- Be enrolled as a part time or full time student.
- Submit required application forms and meet all deadlines.
- Show evidence of financial need.
- Be in good academic standing (Grade of “C” or GPA of 2.0 or above).
• Maintain satisfactory progress. Satisfactory Academic Progress is assessed annually at the conclusion of the spring semester to determine future aid eligibility.

Students should refer to the Financial Aid link in Blackboard and the School of Nursing website or the Office of Financial Aid for further information regarding financial aid policies.

**Student Responsibilities in Accepting Financial Aid**

Students have the responsibility to:

• Review the curriculum and financial requirements before enrolling in the School of Nursing.
• Complete all financial aid application documents accurately and honestly without false or misleading information.
• Request only the amount of funds really needed.
• Submit all required paperwork within the specified timelines.
• Reapply for financial aid each year by the specified deadline(s).
• Notify the School office of any (a)financial aid received from sources outside of the School; (b)changes in their family's financial situation and; (c)changes in address and telephone number.
• Keep copies of all financial aid documents.
• Use all financial aid for educational expenses.
• Make arrangements for repayment, as indicated, upon graduation or withdrawal.

Bon Secours Memorial School of Nursing Financial Aid forms and applications may be obtained from the BSMSON Blackboard. Financial Aid materials located on BSMSON Blackboard include, but are not limited to, Financial Aid Policy and Procedures, Financial Aid Request Form, FAFSA link, scholarship criteria and applications, and Financial Aid Verification Forms and Guidelines.

**BSMSON participates in the following federal student financial aid programs:**

**Federal Pell Grant**
The Federal Pell Grant is for students who have not earned a baccalaureate degree or first professional degree. For the academic year 2008-2009 awards range from $400-$4,731 and are awarded to those students who have an expected family contribution below $4042. Eligibility is determined from the information you submit on the Free Application for Federal Student 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 School 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.
Federal Work Study (FWS)
The Federal Work-Study (FWS) Program provides jobs for BSMSON 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 BSMSON’s FWS allocation. Work-Study money is not paid until earned. Students are paid on the same schedule as employees at the School of Nursing (Bi-weekly) Positions are available on-campus and off-campus.

On-campus versus off-campus jobs:
• On-campus work is usually done for the School.
• Off-campus work is usually provided by a private nonprofit organization or a public agency, and the nature of the work must be in the public interest.

See job descriptions for location, duties, responsibilities, and hourly wage of FWS positions.

Student Loans
Loans can be awarded to a student regardless of need. A student must be enrolled at least halftime 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 School or university. Interest rate is variable not to exceed 8.25%. First-time borrowers must complete a Master Promissory Note and Entrance Loan Counseling. All student loan borrowers are required to submit a loan data sheet to the Office of Financial Aid confirming their loan amount and lender.

Federal Subsidized Stafford Loan
This loan is need based and eligibility is determined from the results of the Free Application for 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.

Federal Unsubsidized Stafford Loan
This loan is not based on financial need, although a Free Application for 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.

Private Alternative Loan
The Office of Financial Aid at Bon Secours Memorial School of Nursing recommends the use of private education loan programs after all other types of financing options (including federal loans) are considered to assist in meeting a student’s cost of
attendance (COA). When available, the Office of Financial Aid urges all students to use the lender’s pre-approval process. Students can contact the lender directly and apply by phone or via the Internet (if available) for credit approval. The Office of Financial Aid can provide information on the alternative loan process.

Students may access the follow web site to apply for Private Loans: http://www.ecmc.org/link/01004300/alternative.html

GRADE REPORTS

At the end of each semester, the student grade report is available to the student at www.bonsecoursSchools.com. The original grade report is retained in the student's record in the School office. The grade report identifies the courses attempted and credits earned, grade point average (GPA) for the semester, GPA for the year, cumulative GPA to date, and the academic status of the student (passing or failing) for all courses, including general education.

Grade reports are accessed through School of Nursing Web. After completion, a hard copy must be signed and sent to the Director of Enrollment and Registration. It is essential that an additional copy be kept by the course coordinator in a secured file.

GRADE REVIEW

Requests for a grade review are limited to final course grades which include theory grades, skill/simulation lab grades, and clinical laboratory grades and may be made only where the final grade assigned is alleged to be arbitrary and capricious, which in this context shall mean one or more of the following:

1. The grade was assigned on some basis other than performance in the course;
2. The grade was assigned based upon School of Nursing standards which were different than those applied to other students in that same course; or
3. The grade was assigned based upon a substantial, School of Nursing, and unannounced departure from the instructor's previously published standards. Faculty is responsible for stating, in writing at the beginning of the course, the requirements of the course and the basis on which final course grades are determined. Faculty is expected to apply grading criteria uniformly to all students in the course. The welfare and integrity of both faculty and students are equally important in a grade review.

General Provisions
1. If a Student feels her/his final grade as assigned is arbitrary and capricious, the Student requesting the grade review has the burden of proof and must demonstrate such by clear and convincing evidence.
2. The Student must outline in writing the reason for the review and why she/he believes the grade should be changed. The Student may not alter or change the basis for his or her contention that the assigned grade is incorrect as the appeal proceeds from one step to another.

3. Grades determined by action of the Honor Council may not be reviewed through the grade review process (see Honor Constitution and Bylaws).

4. A grade review will not be heard if a test, paper, or other evaluation material returned to the Student is not produced for inspection.

5. The Student may address the grade review at any mutually agreed upon time during School hours, except when the Student is engaged in classroom or clinical instruction. The steps of the grade review process must proceed in sequence and within the stated timeframes; otherwise the appeal will be disallowed.

6. The Student's failure to follow the timeframes and procedural steps shall be considered abandonment of the grade review request and a waiver of the Student’s right for any further review. Where such occurs, the review will be dismissed.

7. The grade assigned by the instructor shall remain in effect throughout the review process. The Student may, however, progress to the next sequential course provided the Student has met all other prerequisites. If the failing grade is upheld at the conclusion of the review process, the Student will be dropped from the next sequential course.

8. During the grade review process, the Student may not appear at any grade review meeting through legal counsel. While the Student may obtain assistance and advice outside a grade review meeting from any one whom the Student chooses, the Student shall personally present his or her position during any meeting. Every effort is made to avoid an adversarial relationship. Notwithstanding the Student’s ability to seek advice and counsel, the grade review process is intended to be confidential and professional in nature. Within this construct, all participants are expected to be discreet and to treat the proceedings as confidential.

8. Determinations as to whether any School official’s prior involvement with the Student or with the grade at issue is such as to warrant recusal shall be made by the Assistant Dean for Curriculum.

10. Nothing herein shall allow the Student to have access to the confidential records of other students at the School.

11. The meetings held pursuant to this process shall be private and are administrative in nature. The rules of evidence and the procedures used in a court of law are not applicable.

12. The Student’s absence from a meeting shall not prevent the meeting from taking place and a decision being issued.

13. The titles of School personnel, as used in this Policy, shall in all events be deemed to include their designees and any successors in the event of reorganization.

Grade Review Process
Step I:
The Student must first discuss the grade with the faculty member assigning the grade within five (5) business days after the last day of the course. The faculty member will explain how the grade was determined. Every reasonable effort should be made to resolve the problem at this level. If the Student is not satisfied with the outcome of this discussion, the Student may proceed to Step II.

Step II:
The Student must submit in writing the request for a grade review to the Assistant Dean of Curriculum and to the Course Coordinator for the course in which the grade was received, within five (5) business days after the date of the conference specified in Step I. The written request shall (i) identify the basis upon which the grade is alleged to be arbitrary and capricious; (ii) explain fully the School of Nursing for that allegation; and (iii) describe the action the Student is requesting.

Supporting evidence also must be submitted to the Course Coordinator at this time. If the Course Coordinator is the assignor of the grade being reviewed, or has otherwise taken a position regarding the grade, which in the sole judgment of the Assistant Dean of Curriculum warrants the recusal of the Course Coordinator, the Assistant Dean of Curriculum or designee shall hear the Step II appeal.

As soon as practicable, the Course Coordinator (or Assistant Dean of Curriculum or designee, as appropriate) will meet with the Student and the faculty member who assigned the grade in an effort to conduct the review. The review will include hearing the positions of the Student and of the faculty member, reviewing the written statement and supporting evidence and the prompt issuance of a written decision with supporting explanation. If the Student is not satisfied with the outcome, the Student may proceed to Step III.

Step III:
The Student must file an appeal of the Step II decision, addressed to the Grade Appeal Committee, with the Assistant Dean of Curriculum within five (5) business days after the date of the Step II decision. The written appeal shall state the reason why the Student believes the grade should be changed and the action the Student is requesting; and must be accompanied by all supporting information upon which the Student relies, including the materials previously presented in Steps I and II.

The Grade Appeal Committee will review the written appeal and any evidence submitted, and may decline to hear an appeal that is judged to be frivolous and patently without merit. Otherwise, the Grade Appeal Committee will hear the testimony of the Student and the faculty member in closed session. Either party may present additional information or witnesses, provided in either case the Committee is notified in advance and the witness(es) comply with any specified time limitations for testimony. Other than the Student and the faculty member, a witness may be present during the meeting only while he or she is testifying. The Committee also may, on its own initiative, receive and review such additional information as it finds germane.
The Grade Appeal Committee will deliberate in private and shall determine whether the grade will be raised or will stand as assigned. The Committee will submit a written decision with rationale as soon as practicable to the Assistant Dean of Curriculum, who in turn will communicate the decision in writing to the Student and involved faculty members. The Committee’s decision will be final, and no further appeal shall be allowed.

Note: The Grievance Procedure is not available for grade reviews, for which there is a separate and distinct process available. Nor may a student proceed with both a grade review and a grievance where the remedy sought, or the underlying circumstances, are the same or substantially similar with respect to each.

**Grade Appeal Committee**

1. The role of the Grade Appeal Committee is to review materials, to hear the testimony, and to determine if the grade is to be raised or if the grade is to stand as assigned.
2. The Committee will consist of three (3) faculty members, one of whom shall chair the meeting. All members of the Committee shall have equal voting privileges. The Dean of the School will appoint the members of the Committee.
3. A grade may be raised if two of the three Committee members vote in favor of the change, finding based on clear and convincing evidence that the original grade assigned was arbitrary and capricious. Otherwise, the grade shall remain as originally assigned.
4. Either party may challenge the Committee’s membership for cause within two (2) business days of its formation or announcement. The Dean shall determine if there is due cause to remove the challenged Committee member. In such case, the timeframe for Step III will be adjusted.

**Appeal Records**

All materials and decisions related to the grade appeal will remain confidential, and all related documents will be retained by the Office of the Dean until the Student graduates or for one year, whichever is earlier, after which all such documents will be destroyed.

**GRADING SYSTEM**
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Equivalent</th>
<th>Grade Point Interpretation</th>
<th>Value Per Course Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>90-93</td>
<td>Above Average</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>87-89</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>83-86</td>
<td>Average</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>80-82</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>75-79</td>
<td>Unsatisfactory</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-74</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>I*</td>
<td>---</td>
<td>Incomplete</td>
<td>No Credit</td>
</tr>
<tr>
<td>WP*</td>
<td>---</td>
<td>Withdrew Passing</td>
<td>No Credit</td>
</tr>
<tr>
<td>WF</td>
<td>---</td>
<td>Withdrew Failing</td>
<td>0</td>
</tr>
<tr>
<td>W*</td>
<td>----</td>
<td>Withdrew per policy for new course</td>
<td>0</td>
</tr>
</tbody>
</table>

*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:**

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

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 Bon Secours Memorial School of Nursing and at JSRCC.

**Example:**

\[
\text{Total grade points} / \text{Total credit hours} = \text{Cumulative grade point average}
\]
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.

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.

Evaluation is a shared responsibility between student and instructor, including self-evaluation. Each course outline contains the course requirements and the 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; 79.9 = 79. Student testing within each course will account for 85 percent of the total student grade per course.

GRADUATION REQUIREMENTS

A student who is eligible to receive the School pin and diploma must:
- Complete all graduation requirements within 12 semesters of enrollment.
- Successfully complete the curriculum by earning a cumulative grade point average of 2.0 or higher.
- Complete the graduation checklist. Director of Enrollment and Registration will provide information.

In order to participate in the annual May commencement ceremony, all graduation requirements must be completed.

A STUDENT MAY BE DENIED THE RIGHT TO TAKE THE LICENSING EXAMINATION IN VIRGINIA DUE TO CONVICTION OF A FELONY OR MISDEMEANOR INVOLVING MORAL TURPITUDE OR FOR OTHER SCHOOLS OF NURSING CITED IN SECTION 54.1 -3007 OF THE CODE OF VIRGINIA.

A student who is eligible to participate in graduation activities and receive the School pin and diploma must:
- Complete all graduation requirements within 150% of the normal program length. In no case can a student exceed one and one-half times the standard time frame as defined by the School either as a regular student or in an extended enrollment status (granted at the discretion of the School) and receive the original academic
credential for which he or she enrolled. In situations that exceed the standard time frame, students will be awarded a Certificate of Completion instead of the original academic credential of a diploma.

- Successfully complete the curriculum by earning a cumulative GPA of 2.0 or higher.

- Submit to the Office of Registration and Enrollment a complete and current transcript of support courses taken while enrolled.

- Complete graduation checklist, located on Blackboard.

**GRIEVANCE PROCEDURE**

This Grievance Procedure provides a formal process for resolution of a student’s complaint, alleging a violation or infringement of the student’s rights. This Grievance Procedure is not available for grade reviews, for which there is a separate and distinct process available. Nor may a student proceed with both a grade review and a grievance where the remedy sought, or the underlying circumstances, are the same or substantially similar with respect to each, as determined by the School. Ordinarily, an aggrieved student is encouraged to discuss initially his/her grievance with the other party involved so that an informal, good faith effort is made to resolve the issue before this Grievance Procedure is initiated. If the aggrieved student is not satisfied with the results of the informal effort, he/she may initiate the grievance process, described below.

A. All formal grievances must be in writing and must be filed, on a fully completed Grievance Form, with the Assistant Dean for Student Services.

B. The aggrieved student must observe the prescribed timeframes and other requirements in order to pursue his/her grievance.

C. A student’s failure to follow timeframes and other requirements (including sequential procedural steps) shall be considered abandonment of his/her grievance and a waiver of his/her right for any further review.

D. The substance of a student’s grievance may not be changed or altered as it proceeds from one step to another.

E. The student may address his/her grievance in a private setting at a mutually agreed upon time during School hours, except when he/she is engaged in classroom or clinical instruction.

F. While an aggrieved student may seek advice from a relative, an attorney or other individual of the student’s choosing, only the student may appear and speak in any meeting or hearing provided for in this procedure.

**Grievance Process**

**Step I:**
The aggrieved student must submit a fully completed Grievance Form, along with any evidence to support the allegations made, to the Assistant Dean of Student Services.
Services within ten (10) School days after the later of (i) the date of the incident or (ii) the date of any informal discussion of the issue with the other party involved.

Step II:
Within ten (10) School days after receipt of a properly completed Grievance Form, the Assistant Dean for Student Services will either (i) meet or confer with the aggrieved party or (ii) convene a joint meeting with the aggrieved student and the other party involved in an effort to mediate the grievance. In the event a joint meeting is convened, the Assistant Dean for Student Services will hear from the aggrieved student and the other party involved and review the information submitted.

The Assistant Dean will document on the Grievance Form a recommendation to both parties as soon as practicable after the joint meeting. If the aggrieved student is not satisfied with the recommendation of the Assistant Dean, the aggrieved student may proceed to Step III.

Step III:
Within 10 School days after the date of issuance of the recommendation by the Assistant Dean, the aggrieved student must notify the Assistant Dean for Student Services in writing that the student wishes to appeal to the Grievance Committee, which shall receive all of the written information presented and which will convene as soon as practicable. The Grievance Committee will review the Grievance Form and any evidence submitted previously and may decline to hear an appeal that is adjudged by the Committee to be frivolous or patently without merit. Otherwise, the Committee will hear the testimony of the aggrieved student and the other party involved and will make a written recommendation to the Dean of the School, whose written decision will be final.

A copy of the Dean’s decision shall be sent in due course to the aggrieved student, the accused party, and to the Assistant Dean.

Grievance Committee
1. The role of the Grievance Committee is to consider evidence and make recommendations to the Dean of the School.
2. The Grievance Committee will be appointed by the Dean and will consist of 3 faculty members, one of whom shall be designated as the chair.
3. Minutes of the hearing before the Grievance Committee are to be made, signed by the Chairman, and submitted to the Dean upon conclusion of the hearing.
4. All materials and decisions related to the grievance will remain confidential and will be retained by the Dean’s office until the aggrieved student graduates or for one year after permanent withdrawal, at which time all materials will be destroyed, unless the Dean directs otherwise.

Forms; School Officials
Grievance Form, Grievance Form Step II and Grievance Form Step III can be obtained from the Dean's Administrative Secretary.
In the event any School official identified in the Grievance Procedure (i) is the subject of a student’s grievance or has been materially involved in the circumstances resulting in the grievance, (ii) recluses himself or herself, or (iii) is unavailable or otherwise unable to fulfill his or her responsibilities pursuant to the terms of the Grievance Procedure, the School shall designate another official to act.

GUIDANCE, COUNSELING and ACADEMIC ADVISING

The Director of the Student Success Center assigns each new student a faculty adviser upon enrollment to foster student success in the nursing program and to help guide the student’s educational experience. The faculty adviser assists students with identification of needs, monitoring academic progress and standardized test achievement, course selection and planning, developing/strengthening study/test taking skills, and balancing School and life responsibilities. J. Sargeant Reynolds Community College also offers a comprehensive program of academic support services for enrolled students.

The Advisee/Adviser Relationship
• The student is responsible for clarifying personal goals and interests, being knowledgeable about requirements and policies, taking initiative in meeting and working with his/her adviser, and accepting responsibility for decisions.
• Students are encouraged to get to know their adviser and meet with them several times each semester.
• Students must schedule an appointment at least once each semester for advising and registration for classes.
• Both student and faculty share responsibility for the outcome of the advising relationship.

The Director of the Student Success Center is available for a variety of support services. The Student Success Center coordinates all academic advising services including remediation, test taking, disability and counseling referrals, the New Student Mentor Program, and Peer Tutoring.

The Bon Secours Virginia Employee Assistance Program is available to provide counseling services to students and their immediate families. Confidential assistance is provided for marital, family, financial, drug/alcohol abuse and stress-related difficulties at no cost to the student.

In addition, Faculty have office hours that are posted that provide access for students via an appointment.

HEALTH SERVICES

The following services are available to all Bon Secours Memorial School of Nursing students:
Employee Wellness Services (EWS)-located at 8568 Magellan Parkway, phone 627-5147, provides required annual health appraisals, evaluation/respiratory mask -fit testing for N-95 respirator, fitness testing, screening for color-blindness deficiency, post-entry vaccines, and treatment of minor illnesses/injuries. The required BSMSON health fee covers these services. EWS is open Monday- Thursday, 7:30 a.m. to 4:00 p.m. and Fridays 7:30 a.m. to 3:30 p.m. Additional hours may be arranged by appointment. Tuberculin skin tests (TST) are not given on Thursdays.

Students who have been admitted into the School must complete certain health requirements before starting enrollment. Pre-entrance health requirements must be completed and documentation submitted to the School of Nursing within sixty days of conditional acceptance into the program or prior to enrollment, whichever date is earlier. The requirements set forth by the Code of Virginia and OSHA includes:

The student must complete a Pre-Entrance Health Assessment/Health History by Bon Secours Richmond Employee Wellness School of Nursing, indicating ability to perform the essential functions of a student nurse.

The student must also provide evidence of:
Tetanus/Diphtheria (TD) – booster within the past 2 years
Rubeola (Red Measles) – documentation of immune titer indicating immunity
Mumps – mumps vaccine OR IMMUNE TITER INDICATING IMMUNITY
Rubella (German or 3-day measles) – documentation of immune titer indicating immunity.
Varicella titer indicating immunity.
Tuberculin Skin Test (TST) – two negative tuberculin skin tests (TST) within one year prior to registration, including one within 3 months prior to registration. Omitted with a history of positive reaction.
Chest X-ray if history of positive Tuberculin Skin Test.

All students are required to submit to a urine drug test during the pre-admission health Assessment/Health History. Students with positive drug screens will be denied acceptance into the School. Students may reapply to the School after six-months. This policy adheres to Bon Secours Human Resource Policy 19.

Students who are minors (under 18 years of age) must provide the School 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. An applicant who’s Pre-Entrance Health Assessment indicates a need for more clarification will be required to provide additional medical documentation prior to an offer of full acceptance. The applicant assumes the cost.

Health Requirements during Enrollment

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A confidential health record is initiated on each first time incoming student and is maintained in EWS throughout the student’s enrollment in the program. In the first semester, a second step TST is administered if a two series TST was not previously completed. In the student’s first year, the Hepatitis B vaccine is offered to any student unable to present proof of Hepatitis B immunity. If the student does not wish to receive the vaccine, s/he is required to complete and sign a waiver of informed consent. At the beginning of the second and third levels, the student must complete annual OSHA requirements (TST and Respiratory Mask Fit Test). **The annual requirements must be completed by the date specified in order for the student to continue attending class or clinical assignments.**

**HEALTHSTREAM REQUIREMENTS**

BSMSON students are required to complete selected Health Stream modules annually. The list of assigned, mandatory modules will be available on the student’s Health Stream account.

Students are required to adhere to the Bon Secours Health System, Inc. policy for competencies (Competency Plan 4.02). All students entering in the spring cohort (January) and the fall cohort (September) have 30 days to complete the required modules from the **first** day of class.

Entering students will be taught how to access HealthStream during new student orientation. Students are required to satisfactorily complete all Health Stream assigned modules on an annual basis by July 31st of each year. Each student must bring a copy of their transcript in September to their course coordinator.

The course coordinators will review the list of individuals out of compliance with the completion of the required modules. Enrolled students with incomplete module records will not be allowed to attend clinical lab experiences until all required modules are completed. Clinical absences accrued due to incomplete modules will count toward the Clinical Attendance Policy. The requirements will be reviewed annually for relevance and consistency with the Health System Policy, and may be subject to change.

**HONORS LIST**

Students who attain a grade point average (GPA) of 3.3 or above for a given semester will have their names placed on the Honors List, which is posted on the bulletin board each semester. The honors list is compiled on a semester-by-semester basis, and is not cumulative.

**HONOR SYSTEM**
The Bon Secours Memorial School 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 Constitution shall be deemed to create any basis for a cause of action in any form outside the internal procedures established by the Honor System Constitution. Each student must assume responsibility for acting honorably in all situations and upholding the policies, rules, and regulations of the Bon Secours Memorial School of Nursing. 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 Bon Secours Memorial School of Nursing also constitutes acceptance of the Honor System. Annually, each student signs the general Honor Pledge statement, found in the handbook and page 9 of this policy. In addition, the following short Honor Pledge statement will be written or stamped on all graded work and signed by the student: “I have neither given nor received aid, other than acknowledged, on this assignment or test, nor have I seen anyone else do so.”

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 or clinical work at Bon Secours Memorial School of Nursing (BSMSON) or representing BSMSON. At BSMSON there are five categories of honor violations:

Lying – “Making any oral or written statement which the individual knows, or should have known, to be untrue.”
Examples of lying include, but are not limited to, the following actions:
1. Making a false statement to an instructor or other BSMSON employee.
2. Falsifying evidence or testifying falsely in an Honor proceeding
3. Altering records or other academic materials.

Cheating – “Giving or receiving, offering or soliciting information on any test or other assignment, not authorized by the instructor.” Examples of cheating include, but are not limited to, the following actions:
1. Copying from another student’s paper.
2. Use during a test of any unauthorized materials.
3. Working with another student on any test, take home quiz, nursing care plan, computer or laboratory work, or any other assignment, when the instructor has expected independent and unaided effort. Such collaboration includes the exchange of material or ideas verbally or otherwise.
4. Submitting, without prior permission, the same care plan or academic work that has been previously submitted in identical or similar form.
5. Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be the unreleased contents of a future examination.
6. Bribery or solicitation of any School of Nursing to obtain examination information.
7. Substitution for another School of Nursing during an examination.

**Stealing** - “Taking or attempting to take, without right or permission.” Examples of stealing include, but are not limited to, the following actions:
1. Removing belongings from another's mailbox, locker or room.
2. Taking library books or journals, exams, computer programs, or any other academic materials.
3. 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:
1. Quoting word for word from a source without using quotation marks, footnotes, or bibliographic citation.
2. Summarizing and paraphrasing ideas without acknowledging the source.
3. 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 Council officials for investigation."

**Honor Council Organization**

The Honor Council is the judicial body organized for the purpose of hearing, by way of committees, specific cases brought forth by a student or faculty member regarding a possible violation of the Honor Code. The Honor Council presumes the accused student to be innocent until proven otherwise. The Honor Council Advisor, the Honor Council Sponsor, and any alternates who are appointed by the Dean, are required to be employees of BMSMON.

**Reporting Violations of the Honor Code**

**Obligation to Report.** Each student and faculty member is responsible for reporting any suspected Honor Code violation to the Honor Council Advisor within 10 School days of the date on which he or she has knowledge of the violation, unless there are unusual circumstances.

**Meeting.** The Honor Council Advisor, Honor Council Sponsor, and Honor Council Chairperson shall as soon as practicable thereafter meet with the individual who reported the violation to obtain any required clarification and then meet with the accused student. In the meeting with the accused student, the Honor Council Advisor and Honor Chair shall explain the substance of the report and invite the student to explain his or her version of the matter. If the Honor Council Advisor,
Sponsor, and Honor Chair believe that a violation may have occurred, the matter shall be referred to the Honor Council for a hearing. If it is determined that the accused has not violated the Honor Code, and there is no appeal by the accused or the accuser, the case shall be finalized. All documents related to the case shall be destroyed.

**Hearing**
The Honor Council Hearing Committee will be composed of five members, consisting of the Honor Council Chair, three other Honor Council members, and the President of the Student Government Organization (SGO), none of whom is directly involved in the case. Written notice of the hearing date, time, and location shall be sent to the accused student.

The hearing is in the nature of an administrative hearing in which the rules of evidence and the procedures used in a court of law are not applicable. A record (stenographic, tape-recorded or other means) will be made of the hearing. The hearing shall be closed to the public and may not be attended by any School of Nursing who is not one of the following: an Honor Council member, the Honor Council Advisor, the SGO President, an accused student, another student who accompanies the accused and is in good standing, the accuser(s), or a witness who is called to testify.

Each individual who offers testimony agrees to be truthful and may, at the discretion of the Honor Council Chair, be asked to take an appropriate oath of truthfulness. The accused and the accuser(s) are invited to be present throughout the hearing of evidence, but not during the deliberations of the Honor Council Hearing Committee. The accused may be accompanied and assisted by a fellow student who is in good standing; provided, however, only the accused may address the Honor Council or testify during the hearing; the accused may not bring an attorney to the case hearing. Any witness may be present during his or her testimony only, unless the witness’ testimony is received by another means.

Following an introductory statement by the Chair, testimony is given in the following order, unless the Chair decides otherwise in order to accommodate the schedules of those involved or for another good reason:
1. accuser(s)
2. witness(es) for the accuser(s)
3. accused
4. witness(es) for the accused
5. rebuttal - opportunity for accuser(s), accused, or Presenters to question any witness who has testified or to question a new witness
6. recall - opportunity of Hearing Committee to recall any witness
7. closing statements of accuser(s) and accused
The Honor Council members will have the right to participate in the questioning of any witness.

Deliberations of the Honor Council shall proceed in private in two phases: first, consideration and determination of violation; and second, if a violation is found, consideration and determination of the appropriate corrective measure(s) to be imposed.

The Honor Council shall determine by at least a three-fifths majority (three of the five members) that the accused violated the Honor Code by clear and convincing evidence otherwise the accused is exonerated. Clear and convincing evidence is evidence that produces in a person’s mind a firm belief or conviction as to the matter at issue. Clear and convincing evidence involves a greater deal of persuasion than is necessary to meet the preponderance of the evidence standard. The clear and convincing standard does not require proof to an absolute certainty or beyond a reasonable doubt.

No prior honor violation may be considered by the Honor Council when making a determination as to whether a violation occurred in this instance. However, prior honor violation(s) may be considered in deciding upon the appropriate corrective measure(s) to be imposed. The Honor Council Sponsor may assist the Honor Council in preparing the written decision. The accused and the Honor Council Advisor shall receive a copy of the written decision of the Honor Council Hearing Committee within 5 School days after conclusion of its deliberations. The accuser(s) will be informed of the result by the Honor Council Advisor or Honor Council Sponsor. Failure of the accused student to attend a scheduled hearing shall not prevent the Honor Council from conducting the hearing and making a decision.

**Corrective Measures**

If the accused is found culpable of an Honor Code violation, the Honor Council members will recommend the appropriate corrective measure(s) based on the nature and severity of the current violation and the history of any prior violations. In deciding upon one or more corrective measures, the Honor Council may consult with the Honor Council Sponsor, but must itself decide by a simple majority vote upon any corrective measure(s) to be imposed. The Honor Council Sponsor and Dean of the School reserve the right to dispute the suggested corrective measure(s) and request that the Honor Council reconvene and reconsider the appropriate corrective measure(s). The Honor Council may impose one or more corrective measures. Although the Honor Council can consider and assign other sanctions, the recommended sanctions for a student’s first violation is a ‘0’ for the assigned course work and placement on Honor Probation. Any student found guilty of an Honor Code violation shall be subject to one or more of the following corrective measures:

1. loss of credit for course work or the course;
2. Honor Probation- a written warning that indicates that a subsequent determination of an Honor Code violation may result in a sanction of suspension and/or expulsion;
3. restitution to pay for the repair or replacement of material items;
4. volunteer or community service for a specified number of hours;
5. a monetary fine to be paid to the Laura Murphy Fund;
6. suspension for one or more semesters (including the current semester);
7. expulsion or permanent dismissal, in which case the student is not eligible to return to the School;
8. other corrective measures as deemed appropriate by the Honor Council and Honor Council Sponsor.

The Honor Council Sponsor or Honor Council Advisor shall provide the accused student with written notification of the corrective measure(s) imposed within 5 School days after the conclusion of the Honor Council’s deliberations.

In any hearing resulting in a finding of violation, the corrective measure(s) imposed is entered into the student's official record. Corrective measures, other than suspension and expulsion, will be removed from the record upon the student’s graduation or permanent departure from BSMSON. Suspension or expulsion will remain on the student's permanent record.

**Appeal Procedures**
The student has the rights of appeal described above and in this section. The finding of violation or the imposition of corrective measure(s) may be appealed only where the accused student asserts and substantiates one or more of the following:
1. The findings of a violation are unsupported by credible evidence in view of the entire record;
2. There was substantial departure from the required procedures, which departure materially affected the fairness or reliability of the decision-making process;
3. There is previously unavailable evidence which, if proven accurate, would substantially alter the finding of violation or the appropriateness of the corrective measure(s) imposed; or
4. The corrective measure(s) imposed is disproportionate to the gravity of the violation.

On any appeal, copies of the student's written statement of appeal, explaining the reasons therefore and describing the particular relief requested, shall be submitted both to the Dean and to the Honor Council Advisor or Sponsor no later than 4:00 p.m. on the fifth School day after the date of the decision from which an appeal is taken. Failure to timely file an appeal, or to assert as the basis for appeal one or more of the grounds stated in Section (VIII) (B) above, shall constitute a waiver of the right to appeal.

Upon receipt of an appeal, the Dean shall furnish a copy to the Honor Council and request that a written response be submitted within 5 School days, with a copy of the response provided to the student. The Honor Council Sponsor may assist in the preparation of the committee’s written response. The Dean may in his or her discretion elect to schedule a meeting with the student and any other participants in
the process, or the Dean may decide the appeal based on the record including the student’s statement of appeal and the response. In any meeting, the Dean may be accompanied by another administrator or faculty member. The Dean may request additional information and may remand the case to the Honor Council with instructions for further proceedings. The Dean’s decision will be in writing and shall be final.

**Honor Council Records**
All materials used as evidence for a hearing, any written and taped recordings of the hearing, and the ultimate decision are kept in the School office in a locked file. No one has access to these records except members of the Honor Council, the Dean, the Honor Council Advisor, and the Honor Council Sponsor. The Honor Council Advisor, Honor Council Sponsor, or Dean must be present before student access to these materials is permitted.

If a student is involved in an Honor Council preceding which results in a final decision of violation, past records of the student may then be considered in determining the corrective measure(s) to be imposed. Hearing records are kept until the student graduates or permanently leaves the School of Nursing. The records will be destroyed.

**Follow-Up Procedures**
Any student found culpable of an Honor Code violation is assigned a Faculty Mentor, who monitors the student’s compliance with the corrective measure(s) imposed and reports to the Honor Council Advisor or Sponsor.

**Designees**
The titles of Honor System or BSMSON officials used herein shall in all events be deemed to include the designees of such officials and any successors in the event of reorganization.

**No Other Proceedings**
Except as outlined herein, no other procedures or avenues for re-address (including, without limitation, the Grade Review Process) shall be applicable in the case of a student who is charged with an Honor System violation in connection with such charge.

**HOUSING**
The School of Nursing does not provide residential facilities. Students are responsible for their housing.

**INSURANCE – PROFESSIONAL LIABILITY**
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 Student Nurses Association.

**LIBRARY**

The School of Nursing Library serves the overall information needs of the students and faculty, and supports the curriculum objectives of the School of Nursing. Faculty and students are encouraged to regularly use the services and resources of the library.

The School of Nursing Library is open when the School is scheduled to be open: typically from 7:00 AM - 9:00 PM Monday through Friday. On clinical related Saturdays, the library is open 7:00 AM – 2:00 PM and on Saturdays that are not designated as having clinical, the library is open from 10:00 AM – 4:00 PM. The Library is closed on Sunday. The librarian is routinely available Monday through Thursday, 9:00 AM to 7:00 PM.

The Honor Code prevails in the School of Nursing Library. Unauthorized removal of materials, or alteration of materials, thereby depriving others of their use, constitutes a violation of the Honor Code.

The library is cataloged according to the Library of Congress classification system and National Library of Medicine subject headings. The library resources include books, journals, and videos selected to support curriculum activities.

Some courses may at times require the use of books or reading materials by an entire class. These materials will be labeled “RESERVED.” Reserved materials are **not** to be removed from the library.

No periodical (journal) may be removed from the School of Nursing Library. Neither students nor faculty may remove restricted library materials (i.e. “Reserve” items or professional journals) from the Library. Copying of such materials must be done on the copy machine in the Library.

Notify the Librarian if the copier malfunctions or runs out of paper.

Materials may be borrowed for a two-week period. No material may be removed from the library unless it has been properly checked out. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission.

All the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require copyright permission. Copyright Notice is plainly visible at the Library copier. [Notice: The copyright law of
the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The School of Nursing using this equipment is liable for any infringement.

A maximum of three (3) books may be borrowed at one time from the library. Additional books may be checked out only after these books are returned. Books borrowed from the School of Nursing Library should be returned to the book deposit box in the library.

If a student has an overdue book, his/her borrowing privileges are suspended until the book is returned. When a student leaves the program for any School of Nursing he/she must return or replace all borrowed materials checked out in his/her name. A student is neither promoted nor allowed to graduate until overdue, damaged, or lost books are returned and/or replaced, and fines are paid for those books. The fine for overdue books is 25 cents per day. Books damaged beyond reasonable wear that are charged to the responsible borrower remain the property of the School of Nursing library.

Students desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.

Groups may not use the library to conference or talk. A quiet atmosphere is expected at all times in the library. The study room is available for group work with the understanding that a quiet atmosphere is expected in this room as well.

Eating is not permitted in the library. Beverages are permitted in spill-proof containers only. Students should notify the librarian when books, journals, and other educational materials are not available.

MEDICATION CALCULATION & ADMINISTRATION TEST (MCAT)

The Medication Calculation and Administration Test (MCAT) will be administered every semester beginning with Nursing 102. There will be a written component of twenty-five single-item questions developed by the Level Coordinator with the input from a MCAT subcommittee including members from each level.

IV drip rates will not be included in the MCAT to be given at the beginning of Nursing 102. This information will be taught during the course and will be added to unit tests as taught.

The currently adopted medication calculation textbook will be used as the reference book for conversion amounts, rounding and as the standard resource for both students and faculty.
The MCAT examination will be completed by the students every 16 weeks (Spring, Summer, Fall). If a student has not been tested during these times, the student will be required to notify his or her instructor and complete the MCAT at the beginning of the second eight week period.

A time period of 1 hour is allotted for the student to complete the test. The time allotted for the first attempt is included in the course clinical hours – subsequent attempts are on the student’s own time.

A grade of 100% on the written test is required to pass the test. No partial credit is given for an incorrect answer. The test grade is recorded on the student’s final course evaluation but is not included in calculation of the course theory grade.

If the test is failed, the student will continue to take the test until a grade of 100% is achieved, to a maximum of three (3) attempts. At least 48 hours must elapse between each retake. Different tests are to be administered for each attempt. The student is required to drop the course after the third failure. The student may not administer medications in the clinical setting until the MCAT is passed. The ability to administer medications may affect the student’s clinical evaluation.

A remediation assignment (e.g., attendance at remediation session, computer lab assignments, etc.) must be completed by the student prior to taking the second and third tests as directed by the instructor. The date and time for each re-test is determined by the level coordinators.

**PARKING GUIDELINES**

While attending class at the BSMSON, students should park in spaces at 8550 Magellan Parkway that are marked with blue boxes. Students may also use the lower level overflow parking at 8555 Magellan Parkway. Students must comply with all posted signs. Any vehicle parked in fire lanes or no parking areas will be towed at the owner’s expense. In addition, students will assume all risks of loss or damage to vehicles brought to the School. While attending clinical at other locations, students must abide by hospital/institution parking policies for students.

**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 School reserves the right to remove notices that do not meet the stated criteria.

**PROGRESSION (Also See SATISFACTORY ACADEMIC PROGRESS)**
Sequence
A. Nursing courses must be taken according to the time frame designated in the curriculum plan.

B. Non-nursing courses may be taken before the scheduled semester. Non-nursing courses taken out of sequence must not conflict with the nursing course schedule. Once enrolled in the School of Nursing, a course taken at an institution other than JSRCC must be approved by the Office of Registration and Enrollment. Failure to do so may result in no credit being granted for the course by the School of Nursing (see Course Prerequisites for additional information).

Course Requirements for Progression

Nursing Courses
The following requirements must be completed concurrently to pass nursing courses. Failure to achieve these requirements will result in failure of the nursing course.
1. Theory grade of 80% (‘C’) or higher.
2. Clinical evaluation of satisfactory.
3. Attendance at 90% or more of clinical hours.
4. Skills laboratory evaluation of satisfactory (where applicable).
5. Grade of 100% on the Medication Calculation and Administration Test.

Non-Nursing Courses
1. A grade of ‘D’ or ‘F’ on any non-nursing course does not meet curriculum requirements and must be repeated.
2. A student must submit JSRCC grades to the School of Nursing at the end of each semester.
3. A student having difficulty with non-nursing courses is strongly encouraged to seek assistance from the JSRCC course faculty or his/her advisor.
4. A student planning to drop a JSRCC course must discuss his/her intent with his/her advisor or the Assistant Dean of Curriculum and Instruction.
5. A student receiving a failing grade in a non-nursing course must notify the Registrar and make an appointment with their advisor for curriculum planning immediately.

• Please note: If a student enrolls in non-nursing classes at institutions accredited by agencies recognized by the United States Department of Education other than JSRCC, the student is expected to follow the same procedures outlined above for JSRCC enrollment.

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 School of Nursing academic calendar.
Grade of incomplete
An incomplete grade may be assigned by the instructor for theory or clinical requirements, when extenuating circumstances such as illness or another emergency prevent a student from completing course requirements by the end of the course. The instructor discusses with the student and identifies a plan for completion of the course requirement(s). Failure to satisfactorily complete the necessary course requirement(s) within six (6) weeks will result in course failure. A waiver may be granted in extenuating circumstances in which the six (6) weeks date is unreasonable, in this circumstance the student must meet the requirement(s) by the last official date of the following semester.

READMISSION

A student who has permanently and officially separated from the School, and who is eligible for readmission may be readmitted to the School. If the student was dismissed from the School, or withdrew as a result of academic or other difficulties, evidence must be shown that the student has progressed toward resolving the problems that resulted in the separation. The applicant must meet any admission requirements established during his absence. Students must complete the program within 150% of the normal program length.

Readmission requests are based on the following criteria:

A. A student must complete an application for readmission within two semesters of the official separation date. If over two semesters, the applicant would be considered an initial applicant.
B. A student can apply for readmission only once.
C. The essay must explain
   i. The situation for the separation/dismissal
   ii. How the student has changed the circumstance of the separation/dismissal.
   iii. Include a brief plan for success in the program.
D. Documented evidence of progress resolving the separation/dismissal problems (i.e., transcripts, certificates).

The Admissions Committee will determine admission and placement status on an individual basis.
A. A student may be readmitted one time.
B. Readmission is not guaranteed.
C. Placement in course is determined by available resources.
D. The APG Committee may stipulate requirements that must be met prior to readmission.

For those readmitted, the following will apply:
A. One failure in a nursing course results in dismissal from the School.
B. The readmitted student would be placed on academic probation after the completion of two consecutive semesters if the cumulative GPA is not a 2.0 and may not be eligible for financial aid.

**REFUNDS**

A. General Regulations Governing Refunds
   1. Refunds are made throughout the semester as warranted. Students should bring enough funds at the beginning of each semester to cover any expenses prior to the release of any refunds.
   2. A student who completes at least one course in one module is not considered to have withdrawn and is still considered to be enrolled in the semesters (an “earned” failing grade counts as long as the student completed the course.)
B. Regulations governing refunds to students who withdraw from all courses in a given term at the School.
   1. A student who enters school but withdraws during the first week, add/drop period (first Saturday after the start of the semester) is entitled to receive a 100% refund of the course-related charges for the period.
   2. A student who enters school but withdraws during the second to fourth week of the period is entitled to receive a 50% refund of the course-related charges for the period.
   3. A student who enters school but withdraws during the fifth to eight week of the period is entitled to receive a 25% refund of the course-related charges for the period.
   4. A student who withdraws after completing nine weeks or more of the period is not entitled a refund.
C. Due to differences between the Institutional Charges Refund Policy (ADM 3.23) and Federal Financial Aid Refund Policy (ADM 3.37) students may have an outstanding balance with the School of Nursing. If the outstanding balance is not paid within three months from the date of withdrawal the student’s account will be sent to our collection agency. (amended 10.22.2009; see Addendum.)

**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 week, 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 J. Sargeant Reynolds Community College or other regionally accredited institutions. The student should keep the Office of Registration and Enrollment advised if the student adds or drops a non-nursing class in order for the School of Nursing to have 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.

RESOURCES

Student lockers are available free of charge and are located in the student lounge and are assigned by the receptionist upon request. The student is responsible for obtaining his/her own lock, and for removing it at the end of the academic year. The charge for removing locks from lockers is $10.00. Students cannot graduate until the lock is removed and the fee is paid.

The student lounge is located in Room 141. It has a refrigerator, ice machine, microwave, television, and lockers and coffee maker. NO PERSONAL COFFEE MAKERS OR OTHER APPLIANCES MAY BE BROUGHT IN OR USED IN THE LOUNGE OR OTHER AREAS OF THE SCHOOL. Vending Machines are located in the student lounge. Contact the Receptionist for refund if money is lost in the machine.

SAFETY

The School of Nursing strives to maintain a safe, secure environment for students, faculty, staff, and visitors. As with any agency, the School cannot guarantee nor assure a crime free working environment.

Campus And Environmental Safety

The School of Nursing strives to maintain a safe, secure environment for students, faculty, staff, and visitors. As with any agency, the School cannot guarantee nor assure a crime free working environment. It is the responsibility of all members of the School community to be aware of their surroundings, to avoid potentially unsafe situations, and to behave in a manner that will avoid placing themselves and others at risk. All crimes, hazards, dangerous or unsafe situations and suspicious persons or activities should be reported immediately to the front desk or security and the Assistant Dean for Student Services. Personal items are not to be left unattended in classrooms or other areas of the School.

Safety Tips
• Walk with others and not alone at night.
• Walk in well lighted, well traveled parts of the campus.
• Keep valuables out of sight. Personal items are not to be left unattended in classrooms, or other areas of the School.
• Carry purses and valuables close to the body and carry only credit card, check or money needed for the day.

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• Lock car doors at all times and park in lighted areas.
• Stay alert to surroundings and people around you.

The School abides by the Occupational Safety and Health Act (OSHA) and other environmental safety requirements established by Bon Secours Memorial Regional Medical Center to ensure a safe, healthy environment. Explosives, firecrackers, firearms and weapons are strictly prohibited on School property. Excessive noise and/or horseplay throughout the building will not be tolerated.

**Lounges**
• toaster, microwave, refrigerator, and counter tops are to be clean, free of spills, and clear of debris inside and out.
• food is to be in sealed containers, labeled with name, dated, and stored properly.
• cookware, dishes, and utensils are to be washed and removed from table/countertops when finished eating or preparing food.

**Offices, labs, conference rooms and classrooms**
• floors are to be free of tripping hazards.
• windows are to be free of objects.
• furniture and other objects are not to block access to doors and windows.
• food debris is to be removed.

*Campus Crime Report* is distributed on or before October 1 each year and posted on [www.mrmcnursingschool.org](http://www.mrmcnursingschool.org) under Consumer Information.

**FIRE SAFETY**
Unannounced fire drills are conducted at anytime. Fire drills are conducted in accordance with county regulations and laws. Students are expected to follow all regulations regardless of the time of the drill.

**Upon hearing the fire alarm**
1. Turn off all electric appliances and lights.
2. Walk, do not run to the nearest exit, exit the building and stand far away from the building. Remain there until released from the drill.
3. The Building Coordinator will ensure that all students and employees have exited the building and consult with the fire marshal/firemen in charge to let them know all are out of the building.
4. Regardless of what exit was used, re-enter the building through the front and back regular entrance doors, unless instructed otherwise.
5. Do not make unnecessary noise such as loud talking or laughing.
6. Students are expected to immediately respond to the alarm regardless of the activity they are engaged in.
7. Never assume that a fire alarm is a false alarm. Prompt compliance to drills is essential to safety.

**If an actual fire should occur**
1. Pull the fire alarm. Fire alarms are located at either end of each hallway, and in the middle of each hall. The Building Coordinator will alert other students/faculty by announcing "Code Red" or "Fire."
2. Dial 911 and report location of the fire. The address is 8550 Magellan Parkway, Henrico VA 23227.
3. Announce on the telephone public address system (dial *26) “Code Red” and exact location of the fire, (example: computer lab).
4. Close all doors, including doors to adjoining rooms/suites immediately.
5. If attempting to exit the hall/room, and the room is smoke-filled, wet a towel, if possible, place it over your face, get down low and crawl to the nearest unobstructed exit.
6. Exit and move away from the building. Do not re-enter the building until the “all clear” signal is given by the Building Coordinator or designee.

**If the fire is contained (i.e., trash can, etc.)**
Go to the closest end of the hall and bring the fire extinguisher from its cabinet. Pulling the pin from the end, and aiming the nozzle directly at the base of the fire, depress the lever fully. Extinguish the fire fully, and remain with the extinguished fire until the Fire Department arrives.

**HIV/Blood-Borne Pathogens**
The School accepts the National League for Nursing AIDS Guidelines for Colleges of Nursing (located in the Library) with the following clarifications.

A. The Dean of the School makes evaluations and/or decisions on issues and/or problems on a case-by-case basis, and may form an ad hoc committee as needed.
B. The Faculty Organization oversees the AIDS related educational content as it is integrated into the curriculum.
C. The Faculty Development Committee oversee the faculty-staff AIDS related educational offerings.
D. The terms "School," "University" or "campus health services," as used in the NLN AIDS Guidelines, refers to Memorial Regional Medical Center Employee Health Service. The Employee Health Service handles counseling on a case-by-case basis. The individual must assume the cost for professional services unless covered by worker's compensation.
E. The students and faculty follow these guidelines and, in addition, adhere to the policy and procedure of the clinical facility utilized. (See MRMC Standard Precautions Policies.)

**Instructions After A Blood/Body Fluid Exposure**
If exposure occurs at a Bon Secours Virginia Health System site:

**IMMEDIATELY:**
1. Wash or flush the exposed area.
2. Get the Red Exposure Packet from your clinical instructor.
3. Draw 3 amber SST tubes on the source client.
4. Notify Employee Wellness (EWS) at the clinical site. After hours, page the on-call EWS nurse at 515-9753. Enter the entire 7 digit call back number.
5. Complete the Acute Care Quality Care Report (QCC) included in the Red Packet. Forward completed packet to EWS at Windsor office.

**If the exposure occurs at a non-BSR site:**
1. Wash or flush the exposed area
2. Notify clinical instructor and site Supervisor.
3. Follow the exposure protocol of that facility.
4. Call EWS-Windsor at 627-5147.

**Student Instructions for an injury during Clinical**
1. Notify your clinical instructor.
2. Fill out Acute Care Quality Care Report (QCC) form in the Red Exposure Packet.
3. Submit completed QCC to Risk Management
4. If immediate medical treatment is needed, go to a Bon Secours Facility’s E.R. or a facility of the student’s choice.

**Infection Control**
The School of Nursing operates within the policies of Bon Secours Memorial Regional Medical Center as outlined in the infection control policies of the Employee Wellness Services. Each student, faculty, and staff member is responsible for abiding by these policies to ensure protection of self and others.

A student who develops or is exposed to a communicable disease must immediately report the diagnosis or details of the exposure to his/her faculty member or to Employee Wellness. This requirement includes the reporting of test results indicating the presence of a communicable illness, whether or not the student has active symptoms. The student is expected to cooperate in providing relevant medical information. Failing to report the illness, test results, or exposure or to provide relevant information may result in disciplinary action, up to and including dismissal.

The School reserves the right to determine appropriate action on a case-by-case basis, depending upon the nature of disease, the prognosis, and the clinical duties. A student will not be permitted to continue to work if his/her medical condition endangers patients, employees or the public.

All students will be monitored by their faculty/preceptor for strict adherence to standard precautions.

Students with the following symptoms will be evaluated by the faculty or the Employee Wellness nurse for possible removal from clinical and direct patient care.

a) positive Strep throat culture
b) fever >100.5; must be afebrile for 24 hours before returning to class or clinical
c) conjunctivitis
d) diarrhea and/or vomiting
e) herpetic whitlow
f) open or draining wounds

Standard Precautions Guidelines
The student will be educated regarding the epidemiology, modes of transmission, and prevention of infection. Students will adhere to the following guidelines:
a. Wash hands after using the restroom.
b. Practice good personal hygiene.
c. Wear gloves for procedures that involve direct contact with mucous membranes or non-intact skin.
d. Wear gloves if there is any chance a patient may be exposed to your blood or body fluids.
e. Students who have exudative lesions or weeping dermatitis will refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
f. Be cautious of any practices where saliva may be transmitted. i.e. mouth to mouth resuscitation, suctioning, etc.

Students with evidence of any illness that may compromise his/her ability to perform in clinical must abide by the faculty members directions as noted in the syllabus.

Sexual Assault
The School of Nursing is committed to promoting a safe environment and student awareness of personal safety. The School will not tolerate any acts of sexual assault, including rape or any other sex offense. Educational programs on rape prevention and sexual assault issues are presented on an annual basis. Available resources for victims of sexual assault are posted on School bulletin boards. Any student who is a victim of sexual assault should take the following actions:
1. Call the local Police Department at #911.
2. Call a family member or friend.
3. Seek prompt medical attention at a hospital emergency room.
4. Preserve as much evidence as possible. Do not wash or change clothes until directed to do so.
5. Call a rape crisis center (see numbers below).

If notification that a sexual assault has occurred is first made to the School of Nursing, the School of Nursing officials will contact the local Police Department. Counseling services are available for victims of sexual assault. The Bon Secours Employee Assistance Program offers services 24-hours a day at 342-1502. The YWCA Women's Advocacy Program provides services for victims through their 24-hour Crisis Hotlines: 643-0888 in Richmond; 796-3066 in Chesterfield County. If educational accommodations are needed following sexual assault, the student should contact the Dean or Assistant Dean for Student Services.
A student who commits an act of sexual assault on any School of Nursing involved in educational or School activities or in clinical areas is subject to disciplinary action by the School. In determining the need for such action, both the accused and accuser are entitled to the same opportunities to have others present. The Dean makes the final determination of the penalty imposed, up to and including dismissal, and notifies both the accused and accuser of this decision.

**Sexual Harassment**

It is the policy of Bon Secours Memorial School of Nursing that sexual harassment of any student, faculty member, staff/client or other individual will not be permitted or condoned; sexual harassment is unacceptable in any form and will not be tolerated. Those engaged in such harassment will be subject to disciplinary action, including dismissal.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may all be deemed sexual harassment when:

1. Submission to such conduct is explicitly or implicitly a condition of the individual’s educational experience.
2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting the individual.
3. Such conduct has the purpose or effect of interfering with a student's ability to participate in or benefit from the educational program.
4. A hostile or abusive environment is created by such actions.

Students who feel they have been subjected to sexual harassment are encouraged to report it to the Dean or Assistant Dean for Student Services.

**Satisfactory Academic Progress**

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

**Cumulative Grade Point Average (CGPA)**

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 clinical nursing course may be repeated more than once. Failure of any two clinical 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 GPA standard for two consecutive semesters will be dismissed. A student not meeting the cumulative GPA standard may appeal the dismissal. (See SAP Appeal Process.)

**Percentage of Attempted Courses Completed**

The student must complete 67% of all credits attempted (cumulative). Should the
student not achieve the 67% they will then be placed on academic probation for one semester. Should the student not raise their the cumulative credits attempted above 67% at the end of the probation period they 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 School of Nursing count toward the 150% of the normal program length. In no case can a student exceed one and one-half times the standard number of credits as defined by the School either as a regular student or in an extended enrollment status (granted at the discretion of the School) and receive the original academic credential for which he or she enrolled. In situations that exceed the standard 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.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>150% OF PROGRAM Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGISTERED NURSING</td>
<td></td>
</tr>
<tr>
<td># of Credits w/o Transfer credits</td>
<td>110 CREDITS</td>
</tr>
<tr>
<td># of Credits w/max. General Education Transfer credits</td>
<td>66 CREDITS</td>
</tr>
</tbody>
</table>

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). Students on Academic Probation are NOT eligible for financial aid unless an APPEAL has been approved.
by the APG Admission/Progression/Graduation (APG) Committee (See SAP Appeal Process).

**Repeated Courses:**
Both the original and the repeated course grade 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 School of Nursing will count toward a student’s GPA and will be used to determine SAP.

**Incomplete Grades:**
Courses receiving a grade of 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 & 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. Withdrawn Failing (WF), Failing (F), and course grade ‘D’ 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 time for program completion.
If a student withdraws from the school either voluntarily or involuntarily, the student must meet the standards for readmission. All prior Bon Secours Memorial School of Nursing credit hours attempted and all prior post secondary education institutions’ GPA’s will be used in determining readmission.

**Changing Programs within the School**
At this time Bon Secours Memorial School of Nursing offers only one program – registered nurse.

**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 students including those who wish to establish or maintain financial aid eligibility. These standards apply to a student’s entire academic record at Bon Secours Memorial School 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 School 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 CSAP 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 immediate 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 who will 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 your appeals until all the information requested has been received.

Please summarize the special or unusual circumstances that contributed to your lack of compliance with the SAP Guidelines. Be sure to state your **REASONS** for the
appeal, attach **DOCUMENTATION** of your stated reasons for the unsatisfactory progress, and identify the **PLAN OF ACTION** you have taken to ensure your academic success in the future.

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 School 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.

(Amended 10.222009; see Addendum)
SAP Appeal Form

Student Name: ____________________________  SONIS ID __________

Address: ________________________________  Phone:

________________________________________________________________________

________________________________________________________________________

Please summarize the special or unusual circumstances that contributed to your lack of compliance with the SAP Guidelines. Be sure to state your REASONS for the appeal, attach DOCUMENTATION of your stated reasons for the unsatisfactory progress, and identify the PLAN OF ACTION you have taken to ensure your academic success in the future.

Please use the space provided on the bottom and reverse side of this form to write your appeal. You may attach a separate sheet of paper if additional space is needed.

The APG Committee will not review your appeal until all the information requested has been received. You will receive a response after the committee has sufficient time to review and make a decision on your appeal.

SUMMARY OF CIRCUMSTANCES - (continue on back of sheet)

__________________________________________________________
Student’s Signature  SSN#  Date

--- OFFICE USE ONLY ---
[ ] Appeal Approved  [ ] Appeal Denied

[ ] 1 semester beginning __________________________

[ ] 2 semesters beginning with __________________________
Conditions:

Instructions to the processors:

__________________________

Counselor's Signature Date

Date/Initial: _______ Response letter sent to student. (Amended 10.13.2009; see Addendum)

SEPARATION FROM THE SCHOOL

A student who leaves the program either temporarily or permanently is considered separated from the School.

Course Repeat Policy
Students earning grades of D, F or WF in a single nursing course may repeat the course one time. Failure of more than one nursing course results in dismissal from the program.

Medical Leave
A student may be placed on mandatory medical leave if it is medically determined that the student is unable to perform the essential functions of a nursing student. Prior to return, the student must provide documentation from a private healthcare provider indicating clearance for return to fulfill the essential functions of a nursing student.

A letter requesting return must be submitted to the Assistant Dean for Curriculum and Instruction no less than four (4) weeks prior to anticipate return. An interview may be required. Return from medical leave is not automatic and may be denied.

The student must also provide evidence of health insurance coverage and current certification in BCLS – Health Care Provider level CPR.

The student may be required to repeat or audit nursing courses if curriculum changes occur during the medical leave.

A student who does not return from a medical leave within the specified time, not to exceed one hundred twenty days (120 days), must follow the procedure for withdrawal. The student will be classified as Withdrawn and must re-apply if readmission is desired. (See Readmission.)
A student who does not return, and fails to notify the Assistant Dean for Curriculum and Instruction, will be classified as unofficially withdrawn and is ineligible for readmission.

The student must meet requirements to complete the program within 150% of program length to be eligible for Federal financial aid. The student may continue beyond 150% of program length at the discretion of the Dean. However, in situations that exceed the standard time, students will be awarded a certificate of completion instead of the original academic credential of a diploma.

Withdrawal
Withdrawal is defined as the student voluntarily ceasing to take nursing courses at the School and may occur at any time during the semester, or between semesters.

A student’s grade will be recorded as Withdrawn Passing (WP) or Withdrawn Failing (WF) depending upon the academic standing at the time of withdrawal.

If a student withdraws from an eight (8) week course by the end of the second week of the class, the grade will be recorded as “W” with no consequence to cumulative grade point average. Withdrawal after the second week of an eight (8) week course results in “WF” or “WP” depending on academic standing.

If a student withdraws from a sixteen (16) week course before the end of the fourth week of class, the grade will be recorded as “W” with no consequence to cumulative grade point average. Withdrawal after the fourth week of class in a sixteen (16) week course results in “WF” or “WP” depending on academic standing.

A student planning to withdraw must complete a withdrawal form and arrange an interview with the Assistant Dean for Curriculum and Instruction. The student must complete the withdrawal checklist.

A student who fails to complete a separation form and meet with the Assistant Dean for Curriculum and Instruction is considered to be unofficially withdrawn, and is ineligible for readmission to the School of Nursing.

The student is not required to withdraw from J. Sargeant Reynolds Community School courses when withdrawing from Bon Secours Memorial School of Nursing. However, the student must follow JSRCC policy if withdrawal is desired. (See JSRCC Catalog).

Dismissal
Dismissal is defined as the removal of the student from the School. The School reserves the right to retain only those students who demonstrate the requirements of scholarship, health, and School of Nursing suitability for enrollment in the School of Nursing. A student may be dismissed from the School at any time for School of Nursing including, but not limited to:
- Academic failure (class or clinical).
- Physical or emotional problems that prevent the student from carrying out the essential functions of a student nurse.
- Endangering the safety and welfare of patient – potential or actual.
- Conduct that discredits or injures the School.
- Documented misuse of alcohol, chemicals, or drugs.
- Violation of local, state, or federal laws.
- Destruction, removal, or damage of School property.
- Unprofessional or disruptive conduct.
- Violation of patient confidentiality.

The student’s grade will be recorded as Withdrawn Passing or Withdrawn Failing depending upon academic standing at the time of dismissal. The student must return library materials, School I.D., and make arrangements for any financial obligations. The student may continue in enrolled courses at JSRCC, if she/he chooses. A dismissed student has the right to appeal a decision of dismissal (See Dismissal Appeal Procedure).

**SKILLS LABORATORY**

Students are encouraged to utilize the skills lab to improve or remediate basic technical nursing skills. Individual assistance is available by appointment with the lab coordinator or the clinical instructor. Lab hours are posted on the door. The skills lab will be kept locked in the absence of the lab coordinator or an instructor.

As a cost-containment measure, all non-contaminated supplies should be reused. Student purchased skills kits will be used whenever possible.

**Guidelines for Responsible Use of the Skill Laboratories**

1. Students and faculty are to assist in clean up after each scheduled or practice laboratory session by putting away equipment, returning demonstration models to the beds, disposing of all trash in the designated container and arranging chairs and equipment neatly.
2. No eating or drinking is to be done in the skill labs, as they are simulated client care areas.
3. Students are expected to bring the appropriate equipment from their skill kit bag to use in scheduled practice or demonstration labs.
4. Students and faculty should obtain skill lab faculty approval to check out skill lab equipment for practice or community service.
5. If instructors assess that a student needs additional guidance and help in the clinical lab, they can complete the Skills Remediation form and refer the student to the Skills Lab faculty for remediation.
6. All students using the Simulation Lab must be supervised by a faculty member.
7. Students are not to practice any invasive procedures on another School of Nursing.
8. Sharps containers are provided for needles, intravenous stylets, butterfly needles, syringes and glass, as well as disposal of materials contaminated with body fluids. No product wrappers or tape should be put into sharps containers.
9. Hand washing is to be done with soap and water or antiseptic hand cleanser prior to and after practicing nursing skills.
10. Students are expected to wear their lab coats to all skills labs.

Failure to adhere to these guidelines may result in loss of privilege to use lab independently.

Equipment Use
1. Students are not to practice on the electronic-equipped mannequins without the assistance of the skill lab faculty or an instructor.
2. Report malfunctioning or broken equipment (e.g. IV pumps, feeding pumps, models and mannequins or monitors) to lab faculty promptly.
3. Keep all electronic equipment and monitors plugged into an electrical outlet at all times, to avoid running down the batteries.
4. Students are responsible for replacing any lost, stolen, or damaged equipment.
5. 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

SMOKING

The School supports the efforts taken by Bon Secours Memorial Regional Medical Center to maintain a smoke-free environment. Nurses and nursing students have the responsibility of being good role models by personally practicing good health habits. Therefore, smoking is prohibited in and around the School of Nursing. The only area designated for smoking is outside of the parking area on the south side of the building (small grassy area by the recycle bins.) Do NOT leave cigarette butts on the ground. No smoking at all in the front of the building.

These policies apply to all persons entering the School of Nursing. Students must also comply with smoking policies at Bon Secours Memorial Regional Medical Center and at any other facility/institution where class or clinical experiences are held. It is the policy of Bon Secours that uniforms or clothing smelling of smoke cannot be worn into the clinical setting.

STANDARDIZED TESTING

Beginning at the end of Nursing 102, all students must take the course-specific ATI. Students will take the ATI test during the last one to two weeks of the course, and
must complete the testing attempt(s) prior to the end of the course. Failure to take an ATI test will result in a course grade of incomplete until the required ATI is completed. Course coordinators are responsible for monitoring the reporting of non-completion of course ATI tests.

Students will receive 4 bonus points on the final course exam for achievement of a Level 2 on the first attempt of the course-specific ATI test. Students will receive 6 bonus points on the final course exam for achievement of a Level 3 on the first attempt of the course-specific ATI test. Students are required to complete designated exit ATIs prior to graduation. Entry level assessment ATIs are not part of this policy.

STUDENT ORGANIZATIONS

The School supports the Student Government Organization (SGO). The purpose of the SGO is to:

1. To provide the opportunity for students to share their ideas, interests, and concerns of nursing education with other nursing students in this School.
2. Promote an atmosphere of cooperation, understanding, and communication among the students, Faculty, and Administration.
3. Promote interest and participation in professional development.
4. 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 Bon Secours Memorial School of Nursing 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 Schools 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. 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
Web site: www.nsna.org
STUDENT RECORDS

Bon Secours Memorial School of Nursing complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) governing student educational records. FERPA defines educational records (or personally identifiable information contained therein)” as those records, files, documents and other materials which:

i. contain information directly related to a student; and

ii. are maintained by an educational agency or institution or by a person acting for such agency or institution.” 20U.S.C. § 1232g(a)(4)(A)(i) and (ii)

Bon Secours Memorial School of Nursing maintains records on all enrolled students as well as graduates, students on leave and students who have withdrawn or been dismissed from the School.

Records of applicants, currently enrolled students, withdrawn students and graduates are the property of the School and are maintained in a secure location and handled in a confidential manner.

Pre-entrance medical records and other health records are maintained in the Bon Secours Richmond Employee Wellness Department throughout enrollment. Upon withdrawal or graduation, these records are maintained for three (3) years, after which they are destroyed.

Applicant records include, but are not limited to, application and reference forms, high School and college transcripts, test and placement scores, and relevant correspondence are maintained for one (1) year, after which they are destroyed.

Currently enrolled student academic records include application for admission/readmission and other relevant admission data/correspondence, signed Enrollment Agreement, transcripts from other colleges, course grades, clinical evaluations, authorization for release and waiver forms, and other relevant correspondence. These records are maintained throughout enrollment.

The School’s student information system also stores the electronic version of the transcript.

Nonacademic records of current students, which are filed separately in locked files include: financial aid materials, standardized test scores, and student participation/activities forms. Disciplinary action, grievance, grade review, and honor code violation documents are maintained by the Dean and are destroyed upon the student’s graduation or permanent withdrawal from the School.

Financial aid records of current students include financial aid applications, federal student aid reports, tuition sheets, check stubs, promissory notes, letters of intent to
repay loans and/or scholarships, notice of access to record, information and correspondence related to other financial aid sources, and statement of compliance of registration. The financial aid officer maintains records and documents required by the United States Department of Education for Financial aid records are maintained as long as needed if the student is in default of School of Nursing student loans.

Academic and financial aid records of students on an officially approved Medical or Military Leave are retained while the student is on leave or until the student returns, withdraws, or graduates.

Records of withdrawn students who permanently separate from the School include original application, transcripts from other colleges, final School of Nursing transcript, authorization for release of forms, financial aid records and withdrawal form. These records are maintained indefinitely in a secure location.

Graduate records contain the original application, transcripts from other colleges, final School of Nursing transcript, authorization for release forms, and the financial aid record. Financial Aid records are retained for seven (7) years. The academic records are maintained indefinitely in a secure location.

Student records for applicants, current and withdrawn students are maintained in a secure location.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Bon Secours Memorial School of Nursing seeks to:
• reinforce a sense of personal responsibility, respect for others, and mature behavior.
• foster the development of professional standards.
As a member of the student body, the student is expected to meet the School’s standards of personal and professional responsibility and accountability.

**Student has a right to**
1. Learn and pursue his or her educational goals without fear of unlawful discrimination, intimidation, prejudice, or threat.
2. 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 School.
3. Learn in a safe environment that is free of disruption and is conducive to teaching and learning.
4. Be advised of the course objectives and how grades are assigned.
5. Inspect and review his or her student record within a specified time frame upon written request, and to expect confidentiality regarding this record.
6. Evaluate the curriculum and make recommendations for change.

**Student Responsibilities**
A student’s acceptance of admission into the School 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; and know and comply with School policies and guidelines. At all times, a student must satisfy and comply with the School’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 School 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, and a willingness to accept guidance and direction. Self-evaluation and commitment toward learning are essential components of the educational process. The School 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 School 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 Bon Secours Memorial School of Nursing.

**Conduct Subject to Disciplinary Action**
Conduct that is subject to disciplinary action by the School includes but is not limited to the following:
A. Endangering the safety and welfare of clients, students, faculty, or staff
B. Substance abuse.
C. Violation of local, state, or federal laws.
D. Misuse, destruction, or damage of School property.
E. Sexual harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person involved in educational or School activities or in clinical areas.
F. All forms of dishonesty including honor violations (Policy SAP 1.11, Sec. III), knowingly giving false information, altering or falsifying any experience or details related to a clinical experience.
G. Unprofessional and/or disruptive conduct.
H. Conviction of an offense that would render the student unemployable by Bon Secours Virginia Health System.
I. Failure to comply with guidelines/policies of the School 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 School is authorized to impose at any time such disciplinary measures as are deemed appropriate, up to and including suspension and dismissal from the School. Penalties are not sequential and may be imposed at the School’s discretion.

A. Warning: A written or oral notice to a student advising that he or she is violating or has violated the School rules and may be subject to more severe disciplinary action if the behavior continues.
B. Probation: A written notice to a student advising that he or she has violated the School rules and will be dismissed if corrective action is not taken immediately.
C. Restitution: Repayment in money or service for damage to or loss of the property of another.
D. Suspension: Exclusion from attending the School as a student for a specified period of time not to exceed one year. During a suspension, a student may not participate in any School activities.
E. Interim Suspension: Temporary separation of a student from the School to provide reasonable time for fact-finding and decision making in the situation.
F. 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.
G. May include corrective measures if act violates the Honor Code.

**Reporting Procedure; Right of Removal**
In the event that a student is suspected of violating any provision of this Policy, then a faculty or staff member promptly shall provide the student with oral notice of the suspicion and an opportunity to tell his or her account of the incident. The hearing may occur immediately and may consist of an informal conversation between the student and the faculty or staff member. If the faculty or staff member thereafter concludes that there has been a violation, a report shall be made to the Assistant Dean for Student Services. Notwithstanding such reporting obligation, the faculty or staff member shall have the immediate right, where School of Nursing necessary in 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 program, or from any other School-related activity or function.

**Disciplinary Process**
Upon receiving a report of a suspected violation of this Policy, the Assistant Dean for Student Services shall provide the student with oral or 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 Assistant Dean finds the student to have violated any provision of this Policy, then the Assistant Dean will impose such disciplinary sanctions as he or she deems School of Nursing and appropriate under the circumstances, including but not limited to the disciplinary measures set forth in Paragraph V above. 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 School.

**Appeal Procedure**

A student shall have the right to appeal to the Dean of the School the decision of the Assistant Dean only in the event the Assistant Dean has decided to impose a suspension or a dismissal. The student may do so by submitting written notice of appeal to the Dean within five (5) business days after the date of the Assistant Dean’s decision. Such notice shall contain a full explanation of the reasons for the appeal and a statement as to why the decision of the Assistant Dean should be reversed or modified.

After receiving a written request for an appeal from the student, the Dean may elect to schedule a hearing on the appeal or may decide the appeal based on an examination of the record, including for such purpose the student’s written notice of appeal and explanation and any written response thereto on the part of the School. In the event that the Dean elects to hold a hearing, the Dean promptly shall schedule with the student a mutually agreeable time and place for a hearing on the appeal or, absent such mutual agreement, shall notify the student in writing at least two (2) business days before the hearing of the date, time, and place of the hearing.

The hearing will be closed to the public and may not be attended by any School of Nursing who is not one of the following: the Dean, one or more members of the School’s administrative staff or faculty who are designated by the Dean, the accused student, any witnesses called to testify by the School or the student, and one representative of the student who may be:

1. a fellow student of the School who is in good standing,
2. a parent or guardian,
3. a clergy member,
4. a social worker or other therapist, or
5. legal counsel to the accused.

The hearing will be in the nature of an administrative hearing in which the rules of evidence and the procedures used in a court of law are not applicable. The hearing may include the presentation of evidence, testimony, and cross-examination of those present. The Dean shall have the right to require that any witness be present at the hearing during his or her testimony only.

The accused student will not be required to testify, but an adverse inference may be drawn from the student’s failure to answer questions if, under the circumstances:

1. It would be reasonable to draw such an inference.
2. The absence of the accused student shall not preclude the hearing from proceeding as scheduled.
Following an appeal, the Dean promptly shall notify the student in writing of the decision and the basis for the decision. If the initial decision of the Assistant Dean is upheld, then the original disciplinary sanction shall be imposed and the decision shall be final. If the Assistant Dean’s initial decision is overturned, then the cumulative record of the student and any other School-maintained records will reflect that conclusion.

**Standard for Disciplinary Decisions**
All determinations with regard to the student’s culpability for any violation of this Policy shall be made based upon a preponderance of the evidence. A preponderance of the evidence is evidence that as a whole shows that the fact sought to be proved is more probable than not.

Note: The titles of any personnel identified herein shall include their designees and, in the event of reorganization, their successors.

**TESTING AND GRADABLE WORK**

Tests, quizzes, examinations, and gradable work are teacher-made or teacher-selected materials designed to evaluate if a student has attained the unit and course objectives. Course testing (written or oral) may consist of quizzes, unit tests, and/or a midterm and final examination. All testing and gradable work is governed by the Honor Code. Students are expected to take tests and submit gradable work on the date and time scheduled.

**TRANSCRIPTS**

A transcript is a permanent record of a student’s course of study. The original is retained by the School. To be official, a transcript must have the impression of the School seal and be signed.

At the end of each semester during which a general education course is taken, the student is required to have an official transcript from that institution sent directly to the School of Nursing. Transcripts addressed to the student will not be accepted. Failure to provide official transcripts to the School of Nursing within a week after the end of the semester may result in the student being withdrawn from the School of Nursing classes.

Upon a student or former student’s written request and payment of the $5.00 per copy processing fee, an official transcript can be made available. A transcript request form, available through the Registrar’s Office, or a hand written request may be used. Information needed includes the requestor’s current and former name, address, day time telephone number, Social Security Number and the recipient’s name and address. Any hold (e.g.: financial, records) placed on the student’s transcript must be released before an official transcript can be released.
TRANSFER CREDIT

Non-Nursing Courses Prior to Enrollment
The School of Nursing will accept transfer credits providing that:

- Credits were earned at institutions accredited by agencies recognized by the United States Department of Education;
- Course content was substantially similar to the required SCHOOL OF NURSING course;
- Course credit was equivalent to the required SCHOOL OF NURSING course as determined by the SCHOOL OF NURSING;
- Grade of “C” or above was achieved.

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.

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.

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.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition with Essay</td>
<td>ENG 111 and ENG 112</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>MTH 120</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MTH 163</td>
</tr>
<tr>
<td>College Algebra-Trigonometry</td>
<td>MTH 166</td>
</tr>
<tr>
<td>Calculus with Elementary Functions</td>
<td>MTH 173</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>PSY 201</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>PSY 230</td>
</tr>
<tr>
<td>Introductory Sociology – Comparative</td>
<td>SOC 200</td>
</tr>
</tbody>
</table>

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 NLNAC-accredited College of Nursing.
Only courses taken while enrolled at Bon Secours Memorial School of Nursing will count toward a student’s GPA.

The acceptability and transferability of nursing credits from Bon Secours Memorial School of Nursing and J. Sargeant Reynolds Community College depend upon the receiving institution’s admissions and placement policies.

Credits for shorter courses, for example - Quarter hour classes, are converted to equivalence to credit hours. (Amended 10.22.2009; see Addendum.)

**TRANSPORTATION**

Students are responsible for their transportation to and from all educational experiences. The School assumes no responsibility for student vehicles. Vehicles must be parked in designated areas, both at the School and clinical sites.

**TUITION AND COSTS**

The student bill is due in total on established deadlines, there are no installment payment plans. The Bon Secours Memorial School of Nursing (BSMSON) reserves the right to make changes in tuition and fees and other costs without notice. J. Sargeant Reynolds Community College (JSR) tuition is also subject to change without notice.

<table>
<thead>
<tr>
<th>Level</th>
<th>General Education</th>
<th>Nursing</th>
<th>Total</th>
<th>General Education (JSR) by Residency</th>
<th>Nursing by Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26</td>
<td>14</td>
<td>40</td>
<td>Instate $101.30</td>
<td>Level 1 &amp; 2 $150/credit</td>
</tr>
<tr>
<td>2</td>
<td>15</td>
<td>25</td>
<td>40</td>
<td>Out-of-state $283.40</td>
<td>Level 3 $170/credit</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>27</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>44</td>
<td>66</td>
<td>110</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fees**
- Activity: $15 per semester
- Application: $80
- ATI fees Materials and testing
- NUR 100: $96
- NUR 102: $66
- NUR 202: $66
- NUR 204: $66
- NUR 210: $66
- NUR 300: $66
- NUR 301: $66
<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 302</td>
<td>$66</td>
</tr>
<tr>
<td>NUR 303</td>
<td>$66</td>
</tr>
<tr>
<td>Challenge Exams</td>
<td>$150 per course</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>$60</td>
</tr>
<tr>
<td>Entrance Exam and Retake</td>
<td>$30</td>
</tr>
<tr>
<td>Graduation Processing</td>
<td>$75</td>
</tr>
<tr>
<td>Ceremony Registration</td>
<td>$100 (optional)</td>
</tr>
<tr>
<td>Health Assessment</td>
<td>$265 (one-time for conditionally accepted students)</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$50 per semester</td>
</tr>
<tr>
<td>Learning Resource</td>
<td>$200 per semester</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$200 (estimate)</td>
</tr>
</tbody>
</table>

**Explanation of BSMSON Fees**

1. Health Assessment Fee (non-refundable) is not covered by insurance.
2. Uniform includes designated School uniform, shoes, hose, lab coat, stethoscope and watch with a second hand.
3. Graduation Processing Fee covers the cost of a School pin, diploma, and processing of final transcript to the Virginia Board of Nursing.
4. Ceremony Registration Fee is for the participation in the annual graduation ceremony (including guest tickets).
5. Criminal Background Check fee (non-refundable) is paid directly to the background check company. Background checks are required for many of the clinical rotation sites. An updated background check is required each year. All students will update their Background check each year by July 15. Fingerprinting is required only upon Admission into the program. The Virginia Child Protective Services and Criminal background checks are required annually.

**Additional Costs**

Students should make allowances for books, supplies and other out-of-pocket expenses when calculating the total cost of education.
Hospitalization insurance is required at student expense. Proof of insurance is required.
Uniform includes designated School uniform, shoes, hose, lab coat, stethoscope and watch with a second hand.
Transportation and parking fees are the student’s responsibility.
Returned check charge for all fees is $25.00
Official transcripts are $5.00 each.

**Terms of Payment**

1. Payment of tuition and fees are due 10 days before the start of each semester.
2. JSRCC tuition for required classes is included on your bill at BSMSON. Students must report to the Registrar and follow BSMSON procedures when enrolling for required classes at JSR or any other approved institution.
3. Students who have enrolled in JSRCC courses and have already paid for those courses should remit a proof of payment to the Bursar so that their accounts can be credited.
4. Students retaking a class are responsible for the tuition and fees.
5. Students who are in grade appeal and have started another class are responsible for the tuition and fees.
6. Students who have been unsuccessful in two classes and are in grade appeal are responsible for the tuition and fees of a class if they have continued in the program during the grade appeal process.

**Refunds**
Refunds are made throughout the semester as warranted. Students should bring enough funds at the beginning of each semester to cover any expenses prior to the release of any refunds.

Refunds will be computed based on the actual withdrawal date certified by the Director of Registration and Enrollment. Refunds will not be made to students who do not attend classes and have not completed the required withdrawal procedure. Refund processing may take up to fourteen calendar days from the time a credit balance occurs on a student’s account.

During add/drop period (first Saturday after the start of the semester) students will receive 100% refund of current semester tuition and fees except background check fee(s).

Regulations governing refunds to students who officially withdraw from all courses in a given term at the School.

Tuition refunds are calculated by finding the percentage of earned financial aid/tuition due for a particular student. Following is how the formula is applied:

\[
\frac{\text{# of calendar days attended}}{\text{# of calendar days in term}} = \text{percent of earned financial aid/tuition due}
\]

If a student drops, a course(s) during add/drop period (first Saturday after the start of the semester), course-related charges (excluding background check fee) will be removed from the student’s account.

If a student is on an approved Medical Leave, the semester program fees (learning resource, health, and activity fees) will be removed from the student’s account.

**UNIFORMS AND ACCESSORIES**

Upon enrollment, the student must buy a uniform, laboratory coat, and white shoes. Uniforms are to be ordered directly from the uniform company designated by the School.
ADDENDUM


A. General Regulations Governing Refunds
   1. All students are eligible for a refund regardless of enrollment status. Refunds are made throughout the semester as warranted. Students should bring enough funds at the beginning of each semester to cover any expenses prior to the release of any refunds.
   2. A student who completes at least one course in one module is not considered to have withdrawn and is still considered to be enrolled in the semesters (an “earned” failing grade counts as long as the student completed the course.)

B. Regulations governing refunds to students who drop a course or are on an approved Medical Leave in a given term at the School.
   1. A student who enters school but withdraws during the first week, add/drop period (first Saturday after the start of the semester) is entitled to receive a 100% refund of the course-related charges for the period.
   2. A student who is on an approved Medical Leave, the semester program fees (learning resource, health, and activity fees) will be removed from the student’s account.

C. Regulations governing refunds to students who withdraw from all courses in a given term at the School. (NOTE: Students receiving financial aid must also refer to Section D – Return to Title IV).
   1. A student who enters school but withdraws during the first week, add/drop period (first Saturday after the start of the semester) is entitled to receive a 100% refund of the course-related charges for the period.
   2. A student who enters school but withdraws during the second to fourth week of the period is entitled to receive a 50% refund of the course-related charges for the period.
   3. A student who enters school but withdraws during the fifth to eight week of the period is entitled to receive a 25% refund of the course-related charges for the period.
   4. A student who withdraws after completing nine weeks or more of the period is not entitled a refund.

D. Return to Title IV - Financial Aid Recipients
   Schools are required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.
The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

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

Aid to be returned = (100% 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 term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal.

a. A student’s withdrawal date is one of the following:
   1. The date the student began the institution’s withdrawal process or officially notified the institution in writing of intent to withdraw.
   2. The midpoint of the semester for a student who leaves without notifying the institution.
   3. The student’s last date of attendance at a documented academically related activity.

b. Funds are returned to the following sources in order of priority, as established by Congress:
   _ Unsubsidized Federal Stafford Loans.
   _ Unsubsidized Direct Stafford Loans.
   _ Subsidized Federal Stafford Loans.
   _ Subsidized Direct Stafford Loans.
   _ Federal Perkins Loans.
   _ Federal Parent (PLUS) Loans.
   _ Direct PLUS Loans.
   _ Federal Pell Grants for which a return of funds is required.
_Federal Academic Competitiveness Grant
_ Federal Supplemental Opportunity Grants for which a return of funds is required.
_ Federal TEACH Grant
_ Other Title IV assistance for which the return of funds is required.
_ Other federal, state, private or institutional financial assistance for which return of funds is required.

c. There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs:
   1. Determine date of withdrawal and percentage of payment period attended by the student.
   2. Calculate amount of Title IV aid earned by the student.
   3. Compare amount earned and amounts disbursed to determine amount unearned.
   4. Determine late disbursement if amount earned is greater than amount disbursed.
   5. Determine amount of Title IV aid must be returned if amount earned is less than amount disbursed.
   6. Calculate portion of funds to be returned by institution and student.

A student may have an outstanding balance with the School of Nursing due to the return of Title IV funds. If the outstanding balance is not paid within three months from the date of withdrawal the student’s account will be sent to our collection agency.

_Satisfactory Academic Progress Policy – amended 10.22.2009_

Satisfactory academic 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 GPA standard for two consecutive semesters will be dismissed. A student not meeting the cumulative GPA standard may appeal the dismissal. (See SAP Appeal Process)

- **Percentage of attempted courses completed**

   The student must complete 67% of all credits attempted (cumulative). Should the student not achieve 67%, they 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, they 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 School 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 School either as a regular student or in an extended enrollment status (granted at the discretion of the School) 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.

<table>
<thead>
<tr>
<th>PROGRAM – Registered Nurse</th>
<th>Standard Program Credits</th>
<th>Maximum Program Credits (150% of Standard)</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Credits w/o Transfer credits</td>
<td>110</td>
<td>165</td>
</tr>
<tr>
<td># of Credits w/ max. General Education Transfer credits</td>
<td>66</td>
<td>99</td>
</tr>
</tbody>
</table>

**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 PROBATON 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). 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 grade 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 School of Nursing will count toward a student’s GPA and will be used to determine 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 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, 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 school either voluntarily or involuntarily, the student must meet the standards for readmission. All prior Bon Secours Memorial School of Nursing credit hours attempted and GPA will be used in determining all readmitted students’ SAP.

CHANGING PROGRAMS WITHIN THE SCHOOL:
At this time, Bon Secours Memorial School of Nursing offers only one program – Registered Nurse Diploma 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 students including those who wish to establish or maintain financial aid eligibility. These standards apply to a student’s entire academic record at Bon Secours Memorial School 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 School 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 who will 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 School 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.
SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Student Name: ___________________________  SONIS ID__________

Address: ___________________________  Phone: ___________________________

Please summarize the special or unusual circumstances that contributed to your lack of compliance with the SAP Guidelines. Be sure to state your REASONS for the appeal, attach DOCUMENTATION of your stated reasons for the unsatisfactory progress, and identify the PLAN OF ACTION you have taken to ensure your future academic.

Please use the space provided on the bottom and reverse side of this form to write your appeal. You may attach a separate sheet of paper if additional space is needed.

The APG Committee will not review your appeal until all the information requested has been received. You will receive a response after the committee has sufficient time to review and make a decision on your appeal.

SUMMARY OF CIRCUMSTANCES - (continue on back of sheet)

Student’s Signature ___________________________  SSN# ___________________________  Date ____________

--- OFFICE USE ONLY ---

[ ] Appeal Approved  [ ] Appeal Denied

[ ] 1 semester beginning ___________________________

[ ] 2 semesters beginning with ___________________________

Conditions: ____________________________________________

Instructions to the processors: ____________________________________________

Counselor’s Signature ___________________________  Date ____________

Date/Initial: ________  Response letter sent to student.
Transfer Credit Policy – amended 10.22.2009

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

PURPOSE:

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

PROCEDURE:

Non-Nursing Courses Prior to Enrollment:
The School 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 SON course
• Course credit was equivalent to the required SON course as determined by the SON.
• Grade of “C” or above was achieved

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.
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.
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:

- English Composition with Essay ENG 111 and ENG 112
- College Mathematics MTH 120
- College Algebra MTH 163
- College Algebra-Trigonometry MTH 166
- Calculus with Elementary Functions MTH 173
- Introductory Psychology PSY 201
- Human Growth & Development PSY 230
- Introductory Sociology – Comparative SOC 200

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 institutions accredited by agencies recognized by the United States Department of Education and are NLNAC accredited. Only courses taken while enrolled at Bon Secours Memorial School of Nursing will count toward a student’s GPA.

The acceptability and transferability of nursing credits from Bon Secours Memorial School of Nursing and J. Sargeant Reynolds Community College depend upon the receiving institution’s admissions and placement policies. Credits for shorter courses are equivalent in hours awarded.