

Policy Name: Changes of Curricula, Courses, Catalog, and/or Semester Schedule
Policy Number: ADM 2.04
Title of Policy Owner: Dean of Student Affairs
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2025
Version: 1.1
Policy Status: Approved

I. Policy

Changes of Curricula, Courses, Catalog, and/or Semester Schedule

II. Purpose

The purpose of this policy is to provide students of Bon Secours Memorial College of Nursing (BSMCON) with the guidelines related to changes in curricula, courses, catalog and/or semester schedule.

III. Scope

This policy applies to all students of BSMCON

IV. Definitions

Academic Calendar: The College academic year is defined as two standard terms (Fall, Spring) of 15 weeks plus a final examination week. A Summer term, if offered, is defined as 8 weeks inclusive of the final examination period.

V. Policy Details

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

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

The catalog that determines the curricular requirements for a degree is the catalog that is in effect at the time of a student's admission to BSMCON. This catalog may be used for a maximum of six (6) years, provided enrollment is not interrupted for two consecutive regular semesters (fall and spring) and/or the student does not fail a NUR or PHR course. Students whose enrollment is interrupted for two consecutive

regular semesters or who fail a NUR or PHR course must use the catalog in effect at the time of re-entry or program change.

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

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

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	2/10/2020	Revised	Dean of Student Services
1.0	4/26/2021	Revised	Dean of Student Services
1.0	5/11/2022	Reviewed/no change	Dean of Student Affairs
1.1	2/19/2025	New Template	Dean of Student Affairs