Policy Title	Student Declaration of Current Address and/or Relocation
Policy Number:	ADM 1.11
Department:	BSMCON
Functional Area:	Institutional Effectiveness and Governance
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2026
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	To be entered by Compliance360 System administrators or N/A if not in C360

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

It is the policy of the Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by the Bon Secours Memorial Regional Medical Center, LLC, to require students to provide their current address and to update their records if their address changes during their enrollment at the College.

III. Purpose

To maintain accurate student address information for the purposes of college communications and dissemination of information related to professional licensure disclosures.

IV. Scope

This policy applies to prospective and enrolled students of BSMCON.

V. Policy Details

Student Responsibilities

Upon enrollment in a program at BSMCON, it is the Enrolled Student's responsibility to provide the College, via the student portal of the student information system (SIS), of the Enrolled Student's Address and submit a copy of their government-issued ID, which serves as the basis of determination of the student's address. Further, it is the Enrolled Student's responsibility to notify the College, via the student portal of the SIS, of any change in the student's Address while enrolled. A change of address must be submitted within five (5) business days after the change becomes effective and this serves as the basis of determination of the student's address.

College Responsibilities

BSMCON offers three programs in nursing: Pre-Licensure BSN,Post-Licensure RN-BSN, and DE-MSN. The Pre-Licensure BSN program is offered on campus and leads to professional licensure as a registered nurse. The Post-Licensure RN-BSN program is offered fully online, making it available to students residing outside of Virginia. As a higher education institution that offers programs in undergraduate nursing, it is the responsibility of the College to inform Enrolled and Prospective Students, in writing through email or on the College website (www.bsmcon.edu/studentlicensureinformation), of:

i. Any state(s) for which the College's curriculum does not meet that state's Board of Nursing requirements for professional licensure or certification.

ii. Any state(s) for which the College has not made a determination of whether its curriculum meets that state's Board of Nursing requirements.

BSMCON is approved to operate by the State Council of Higher Education for Virginia (SCHEV) and is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA). NC-SARA allows the College to provide distance education program to residents of the states included within that agreement. NC-SARA does not grant reciprocity regarding state professional licensing requirements. Consequently, BSMCON provides state-specific professional licensure information on its website - www.bsmcon.edu/studentlicensureinformation. In accordance with Federal regulations, if a student relocates and changes address to a state other than Virginia during her/his enrollment with BSMCON and follows the requirements of this policy to notify the College of such, BSMCON provides individual notification to that student if BSMCON's curriculum does not meet licensing requirements in that state. Notification will be delivered to the student's BSMCON email address through the SIS within 14 calendar days of the College's receipt of the relocation information.

If a student is located or relocates to a state in which BSMCON does not have authority to operate, this may adversely impact the student's ability to pay for their studies and/or complete a program.

VI. Definitions

Address: the physical address where the student resides while engaged in educational activity provided by BSMCON.

Enrolled Student: denotes the status of a BSMCON student who has completed the registration requirements for an academic program at BSMCON.

Prospective Student: denotes the status of an individual who has requested information about enrolling at BSMCON or who has been contacted by the College about enrolling either directly or indirectly through advertising.

VII. Attachments

N/A

VIII. Related Policies

N/A

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by Bon Secours Memorial Regional Medical Center, LLC, 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.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	5/27/2020	N/A	Establish policy	N/A	Dean of Administration
2.0	8/12/2020	N/A	Revisions	1.0	Dean of Administration
2.0	5/11/2022	5/11/2025	Reviewed	2.0	Dean of Administration
1	8/1/2026	8/1/2029	C360 Template	2.0	Dean of Institutional Effectiveness & Governance

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard

Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.