2014-2015

student catalog & handbook

BON SECOURS MEMORIAL COLLEGE OF NURSING

welcome

Welcome to Bon Secours Memorial College of Nursing! As one of our students, you will have opportunities to enrich your learning, develop your leadership potential, and enhance your professional growth. We are your partners on this journey and we hope you will take full advantage of these opportunities.

This Catalog and Handbook contain information you will need to progress through the program. Please read and use this document as a reference. When guidelines/policies are added or modified, an update will appear on www.BSMCON.edu under Policies. Please seek clarification if you have questions.

Best wishes for a successful year ahead!

Sincerely,
Melanie H. Green, PhD, RN, CNE
Vice President and Provost

college administration/staff

Melanie Green, PhD	Provost, Vice President
Barbara Sorbello, PhD	Dean of Nursing
Regina Welch, EdD	Dean of Finance and Administration
Leslie Winston, MEd	Dean of Student Services
Chris-Tenna Perkins, PhD	Associate Dean of Nursing
Nancy Akula, BSN	Simulation Instructor
Kathy Buckley, MEd	Coordinator of Continuing Education
Marlene Cicchetto	Financial Aid Specialist
Benjamin Djeukeng, MS	Director of Institutional Effectiveness
Randy Faulk	Building Coordinator
Crystal Filer-Ogden, MBA	Director of Financial Aid
Peggy Gault	Administrative Assistant and Clerical Supervisor
Willard Hicks	Certification Instructor
Kathleen Hierholzer, MSLS	Librarian
Elia Imler, MS	Marketing Coordinator
Linda Jackson, AA	Administrative Secretary
Samuel Lewis, BS	Certification Instructor
Dia Lisner, BA	Academic Counselor
Dana Lowery	Administrative Secretary
Susan Mahieu-Phillips, MS	Health and Wellness Program Coordinator
Gail Murphy, MEd	Registrar
Clara Myers, MLIS	Librarian
Carrie Newcomb, MEd	Director of Admissions
Allison Peterson, BA	Career Counselor
Holly Pugh, MSHA	Director of Clinical Simulation
Ashley Racine, MEd	Director of Student Success
Patricia Roberson	Administrative Secretary
Shawn Ruppert, BA	Registrar Specialist
Allan Sackenreuter, BA	Simulation Technician
Ingrid Terrell, BA	Marketing Assistant
Audrey Thomson, BA	Sr. Development Officer
Meredith Trexler	Evening Receptionist
Maria Vasquez	Admissions and Recruitment Specialist
Carol Woychak, BS	Admissions Assistant

BON SECOURS MEMORIAL COLLEGE OF NURSING

Bon Secours Memorial College of Nursing (the College) is a division of Bon Secours Memorial Regional Medical Center of the Bon Secours Virginia Health System. The College reports directly to the CEO of Bon Secours Memorial Regional Medical Center. The CEO reports to the Memorial Regional Medical Center Board of Directors.

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

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

Effective 2014–2015 academic year.

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This handbook is an overview of the College's policies. Full policies are available on the College website, **www.bsmcon.edu.**

telephone numbers

MAIN TELEPHONE:...**804-627-5300**
MAIN FAX:.. **804-627-5330**

Academic Counselor 627-5349
Admissions Director..627-5139
Admissions and Recruitment Specialist 627-5339
Billing/Business Office..627-5385
Building Coordinator 627-5388
Career Counselor...627-5381
Counseling, Personal 342-1501
Financial Aid Director...627-5329
Financial Aid Specialist... 627-5301
Librarian 627-5340
Registrar...627-5335
Registrar Specialist...627-5331
Student Success Director...627-5303

emergencies

EMERGENCY DIRECTORY
(Note: Dial 9 first to get an outside line)
Ambulance Service 911
Fire Department... 911
Police, emergency... 911
Police, non-emergency 501-5000
Poison Control..800-552-6337
Security, Windsor 335-7901
Security, Memorial Regional Medical Center 764-6026
Windsor Property Manager 264-8005
BSMCON Building Coordinator...627-5388
BSMCON Dean, Finance and Administration 627-5350
BSMCON Dean, Nursing...627-5344
BSMCON Dean, Student Services 627-5327
BSMCON Executive Secretary 627-5325
BSMCON Main Number...627-5300
BSMCON VP/Provost...627-5346

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

accreditation

Bon Secours Memorial College of Nursing is approved to operate by the State Council of Higher Education in Virginia and the Virginia Board of Nursing. The College is accredited by the Accrediting Council for Independent Colleges and Schools to award the bachelor's degree. The BSN program includes the essential content recommended by the American Association of Colleges of Nursing. The BSN program is accredited by the Commission on Collegiate Nursing Education (CCNE). The College of Nursing is owned by Bon Secours Memorial Regional Medical Center, which is responsible for the College's operation.

Accrediting Council for Independent Colleges and Schools
750 First Street, NE
Suite 980
Washington, DC 20002-4241
(866) 510-0746 Toll free

American Association of Colleges of Nursing Commission on Collegiate Nursing Education
One Dupont Circle, NW
Suite 530
Washington, DC 20036
(202) 463-6930

State Council of Higher Education in Virginia
101 N. 14th Street
Richmond, VA 23219
(804) 225-2600

Virginia Board of Nursing
9960 Mayland Drive,
Suite 300
Henrico, VA 23233
(804) 367-4400

history of the college

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

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

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

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

bon secours memorial college of nursing

mission

Advancing the Bon Secours tradition of good help to those in need®…

The mission of Bon Secours Memorial College of Nursing is to deliver a holistic student-centered learning experience through innovative health care career education programs designed to develop health care professionals who provide outstanding care to the community.

vision

We will be the College of choice for individuals called to serve in the health care professions.

values

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

Compassion—intentional engagement in reflective caring practices that embody an institutional culture of respect, integrity, and generosity.

Excellence—integration of quality practices to promote ethical, spiritual, intellectual, and professional growth.

Growth—commitment to personal and institutional effectiveness to foster a spirit of inquiry, stewardship, and sustainability.

institutional goal statements

The College strategic plan is focused upon three unifying themes:

Learning — Promote a culture dedicated to active inquiry and collaborative advancement of knowledge in health care and health care career education

Caring — Provide a framework for positively impacting society through service

Transforming — Build a distinct college identity designed for purposeful growth and sustainability

Learning — Promote a culture dedicated to active inquiry and collaborative advancement of knowledge in health care and health care career education

1. Attract, develop, and retain students, faculty, and staff committed to academic excellence and life-long learning

2. Provide a learning environment that encourages creativity and excites curiosity

3. Foster practices that promote scholarship and career development

Caring — Provide a framework for positively impacting society through service

1. Cultivate an environment of compassion and respect

2. Embed the core concept of civic engagement

Transforming — Build a distinct College identity designed for purposeful growth and sustainability in the field of health care career education

1. Strengthen the institutional infrastructure to achieve operational excellence

2. Develop robust programs in the health care professions

3. Expand community awareness of the College

This handbook is an overview of the College's policies. For complete policies, please visit our website at **www.bsmcon.edu**.

7 academic policies & procedures

IN THIS SECTION:

academic calendar

The calendar is subject to change. Please access the very latest calendar via SonisWeb.

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

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

Completion Date of Program:

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

FALL 2014	
Aug 18, 2014	Semester begins
Aug 18–Aug 22, 2014	Add/drop period
Aug 22, 2014	Last day to drop a course w/ 100% refund
Aug 29, 2014	Last day to withdraw from a course w/ a grade of "W"
Aug 30–Sep 1, 2014	Labor Day Weekend – College closed
Sep 2, 2014	No classes
Oct 6–Oct 24, 2014	Advising period for Spring 2015
Oct 24, 2014	Last day to withdraw from a course w/ "WS" or "WU"
Oct 27, 2014	Registration opens for Spring 2015
Nov 14, 2014	Intent to Graduate forms due for Spring 2015 graduates
Nov 26, 2014	No classes
Nov 27–Nov 30, 2014	Fall break – College closed
Dec 5, 2014	Classes end
Dec 8–Dec 12, 2014	Examination period
Dec 15, 2014	Final grades due
Dec 17, 2014	Graduation: St. Mary's Catholic Church, Richmond

SPRING 2015	
Jan 12, 2015	Semester begins
Jan 12–Jan 16, 2015	Add/drop period
Jan 16, 2015	Last day to drop a course w/ 100% refund
Jan 19, 2015	Martin Luther King, Jr. Day – No classes
Jan 23, 2015	Last day to withdraw from a course w/ a grade of "W"
Feb 23–Mar 13, 2015	Advising period for Fall 2015
Mar 16–Mar 22, 2015	Spring break – No classes
Mar 24, 2015	Registration opens for Fall 2015 courses
Mar 27, 2015	Last day to withdraw from a course w/ "WS" or "WU"
Apr 3, 2015	Good Friday – College Closed
Apr 15, 2015	Intent to Graduate forms due for Summer and Fall 2015 graduates
May 5, 2015	Make-up for April 3
May 5, 2015	Classes end
May 6–May 12, 2015	Examination period
May 15, 2015	Final grades due
May 21, 2015	Graduation: St. Mary's Catholic Church, Richmond

SUMMER 2015	
May 18, 2015	RN to BSN – Semester begins
May 18–May 22, 2015	Add/drop period
May 22, 2015	RN to BSN – Last day to drop a course w/ 100% refund
May 25, 2015	Memorial Day – College closed
May 29, 2015	RN to BSN – Last day to withdraw from a course w/ a grade of "W"
Jun 30, 2015	RN to BSN – Last day to withdraw from a course w/ "WS" or "WU"
Jul 3, 2015	Independence Day – College closed
Jul 28, 2015	Make-up for July 3
Jul 28, 2015	RN to BSN – Semester ends
Jul 31, 2015	Final grades due

academic classification

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

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

Enrollment Standards:

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

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

grading system

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

GRADE	MEANING	QUALITY POINTS PER CREDIT HOUR
A	Excellent	4
B	Above Average	3
C	Average	2
D	Unsatisfactory	1
F	Failure	0
I	Incomplete	Not used in GPA
P*	Passing, Credit awarded, no effect on GPA	Not used in GPA
W	Withdrawal	Not used in GPA
WA	Administrative Withdrawal	Not used in GPA
WS	Withdrawal – Satisfactory Progress	Not used in GPA
WU	Withdrawal – Unsatisfactory Progress	Not used in GPA
AU	Audit (No credit)	Not used in GPA

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

grade point average (gpa)

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

EXAMPLE:

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

37 / 11 = 3.36 semester GPA

incomplete grades

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

auditing a class

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

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

grade change

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

administrative withdrawal

In extenuating circumstances, e.g., a serious medical or mental health issue, death of a close family relative (parent, grandparent, sibling, or spouse), etc., the Dean of Nursing may administratively withdraw (WA) a student from a course. A grade of WA has no impact on GPA calculation. The Dean of Nursing may request written documentation for the administrative withdrawal, or in the case of a death, an obituary of the close family relative. The Dean of Nursing will inform the Office of the Registrar concerning the awarding of WA grades and the Office of Fiscal Services concerning any account adjustment to reflect a pro-rated refund of tuition and fees for that semester. Students should contact the Office of Financial Aid to see how their course withdrawal may impact their financial aid status.

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

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

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

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

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

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

background checks

Prior to initial enrollment at the College, each pre-licensure student is required to have a background check to include the Virginia Child Protective Services Report. The background check must be repeated annually prior to the beginning of each academic year in which the student enrolls. Even if a conviction history does not bar a student from attending the College, licensing boards will make their own determination at the time the student applies for licensure.

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

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

address/ name change

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

Students who are Bon Secours employees and wish to change their name are directed to Human Resources who will initiate all updates. Students who are not Bon Secours employees and wish to change their names must complete a Name Change form and provide a copy of a government-issued photo ID with the new name. Changes will be made in the student information system and the Bon Secours Information Systems department will be notified.

closings — late openings

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

- Students are responsible for attending all classes and clinical experiences at the College (BSMCON), as well as all general education classes. During inclement weather conditions, however, BSMCON classes and clinical rotations as well as general education classes may be cancelled.

- Students must check for an announcement of a delayed opening, early closure, or cancellation on the following: 1) learning management website, 2) College main desk at 804-627-5300, 3) Channel 12 NBC TV, Channel 6 WTVR, Channel 8 WRXL, 4) text message alerts, 5) College website www.bsmcon.edu, 6) College social media channels (Facebook and Twitter). BSMCON may cancel classes for a portion of the day or all day. BSMCON does not necessarily close/open on the same schedule as other local colleges and universities.

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

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

verification of attendance

All students are required to verify attendance each semester in which they are enrolled. Students will be notified by email with instructions and when to start this process. Students are required to self-certify their attendance using the College's data management system. Students receiving financial aid are required to self-certify prior to any disbursement of financial aid. The student certification does not preclude instructors from taking class attendance.

communication

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

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

Faculty may determine how email is used in their courses and will make appropriate notations regarding email requirements in the course syllabi. Faculty may not transmit grades through email. Additionally, due to email account size limits, email correspondence between faculty and students should be limited to text only, and students and faculty should exchange files only through the learning management website.

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

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

communication devices — personal electronic

Personal electronic communication devices may not be visible in class or clinical areas, and must be on vibrate.

During testing times, they must be turned off.

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

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

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

- Title IX of Education Amendments of 1972, as amended

- Section 504 of the Rehabilitation Act of 1973, as amended, and regulations implemented by HEW consistent therewith

- Americans with Disabilities Act of 1992

- Provisions of Executive Order Number 11246 as amended by 11375

- Family Educational Rights and Privacy Act of 1974 as amended

- Governor's Executive Order Number One, Virginia Equal Employment Opportunity Plan, effective February 6, 1974

definitions

Academic grievance: a formal process through which a student can appeal through his/her course instructor and the College's administrative leadership the student's final grade in a course. A final course grade appeal must be based on at least one of the following claims: capricious action on the part of the faculty member that affects the student's final grade; prejudicial treatment of the student by the faculty member with respect to the application of the course syllabus, thereby affecting the student's final grade; or a documented error in calculating the student's final grade. A capricious action is defined as one made on a whim or without justifiable reasons. Prejudicial treatment is defined as treating the student lodging the final grade appeal differently than other students in the course with respect to the instructor's application of the course syllabus.

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

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

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

policy:

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

An academic grievance must be initiated within five business days after the official last day of instruction (inclusive of the exam period) for the semester or term in which the incident occurred. Grievances may be submitted in writing or electronically by e-mail. A non-academic grievance must be initiated within five business days from the time the student identifies as becoming aware of the issue. In the event that a student is at a distance and is unable to travel to campus to meet, meetings may be facilitated by teleconference.

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

procedures:

Level I

- The student with a grievance must provide in writing a formal letter/email to the instructor or non-instructional party outlining the grade or decision in which he or she is grieving and request to meet with his or her instructor or person whose actions he or she is grieving. In the instance of an academic grievance, the student must submit a copy of the letter/email that is being submitted to the instructor to the academic dean/program director of the unit that is responsible for the instructor. In the instance of a non-academic grievance, the student must submit a copy of the letter/email to the administrative unit supervisor of the person he or she is grieving.

- The instructor or non-instructional party has 10 business days from the date the grievance is received to schedule a meeting with the student. Within five business days after the meeting, the instructor or non-instructional party must provide the student a letter outlining the decision of the meeting. A copy of the letter should be forwarded to the academic dean/program director and Dean of Student Services. The academic or administrative unit should follow up in order to ensure the meeting is held. In the event the instructional or non-instructional party is unavailable, the academic dean/director or administrative unit supervisor has the discretion to move to Level II or postpone the hearing until the instructional or non-instructional party is available. The academic dean/program director must document his or her effort to contact the instructor or non-instructional party. The academic dean/program director or supervisor will communicate his or her decision to move the Level I meeting to a Level II hearing.

- At the meeting, the student must clearly present his or her case regarding the grieved issue and the resolution that he or she would like to occur. Every reasonable effort should be made by both parties to resolve the matter at this level. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. Prior to the meeting, the faculty member or student may request to have a silent observer in the meeting. However, both the student and faculty member must agree to the silent observer. If an agreement regarding the appeal is made, a copy of the agreement and other appropriate

- If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

Level II

- The student may file a written appeal of the Level I grievance decision with the faculty or staff member's academic dean/director or appropriate administrative unit supervisor within 10 business days after receiving the written decision from the Level I meeting. The written statement provided for Level I describing the issues grieved must be part of the student's written request for the Level II hearing. Within 10 business days of receipt of the written grievance, the academic dean/program director or administrative unit supervisor will fully investigate the grievance. This investigation may include review of material submitted by both the student and the aggrieved party, and the scheduling of a meeting with the parties in an effort to resolve the grievance (the actual conference may occur after the 10 days, but its date should be established within this time frame).

- If a meeting is called, the role of the dean/program director is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that college policies have not been violated, and render a decision concerning the matter. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. The academic dean/program within 10 business days after receipt of the grievance or completion of the conference if called, shall prepare a report of the disposition of the matter providing copies to the student and the instructor or non-instructional party. In addition, a copy of the report and the official grievance letters (Level I and Level II) must be forwarded to the Dean of Student Services.

Level III

- If the student is not satisfied with the disposition at Level II, within 10 business days of the receipt of the disposition from the academic dean/director or administrative unit supervisor, the student may file a written appeal to the appropriate Administrative Cabinet member; students are encouraged to contact the Dean of Student Services for assistance in determining the name and contact information of the appropriate Administrative Cabinet member. Within 10 business days of receipt of this appeal, the Administrative Cabinet member will set a date for a meeting for all parties involved.

- The actual meeting should occur no later than 30 business days after receipt of the appeal letter by the Administrative Cabinet member, unless reasonable circumstances prevent this meeting from occurring. However, any meeting date scheduled or rescheduled beyond the thirty-day time frame must be mutually agreed upon by the student and the Administrative Cabinet member.

- The appropriate Administrative Cabinet member will serve as the convener and facilitator of the committee for the Level III hearing. The Administrative Cabinet member will chair the hearing but will not be able to vote. In the event the designated Administrative Cabinet member is unable to participate in the hearing due to a challenge or conflict of interest, another Administrative Cabinet member will be selected to convene and facilitate the hearing.

- The Student Grievance Committee (see definition in "Definitions" section) will be formed in order to objectively hear the facts of the grievance and to render a decision. The committee will be chosen from a pool of committee members that are available to participate in the hearing. The available pool will consist of: one faculty member from each academic school/program, two Student Affairs representatives, and two student representatives. Non–student members on this committee pool will be appointed for two-year terms. Student members on this committee pool will be appointed for one-year terms. In addition, one alternate for each of the above members will be appointed. The committee selected to participate in the hearing must be comprised of a minimum of three members.

- At the Level III meeting, the student and instructor or non-instructional party may bring one attorney or advisor/counselor. If an attorney or advisor/counselor is to be present, the party retaining him/her must notify the meeting chair in writing at least five business days prior to the Level III hearing or the attorney or advisor/counselor will not be allowed to be present. Information regarding the name and business address of the attorney/counselor must be provided. The attorney or advisor/counselor's role is as an observer; and he/she may not speak to the committee members, the instructor or non-instructional party, or the student while the meeting is in session. The attorney or advisor/counselor can only speak to the party he or she is representing. If consultation with the attorney is needed, a request for a recess may be asked. The meeting chair can deny requests if it is deemed that they are disrupting the continuity of the meeting. Both parties may bring persons to provide testimony that support their position. If the student intends to bring individuals to provide testimony, the student must provide names and contact information for those individuals to the chair at least five business days prior to the hearing. Additionally, both parties may have no more than two other persons to attend as observers. Observers shall not testify nor present any evidence.

- The meeting chair is responsible for collecting all pertinent documents, calling the meeting, distributing documentation, determining the issue(s) of the case to be heard, and conducting the meeting in an orderly, efficient, and equitable manner. At the beginning of the meeting, the chair will review the issues of the case to the group and establish the procedure by which testimony will be presented. He/she may decide on the length of time needed to explore an issue, set time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts. The chair may request a

security officer to be present. Disruptive persons may be asked to leave the room by the chair.

- The Student Grievance Committee shall determine the outcome of the meeting by a majority vote; the Administrative Cabinet member may not vote. Within 10 business days after the meeting, the Administrative Cabinet member will prepare a report of the disposition of the matter including the determined outcome. Copies of the letter will be provided to the student, the instructor or non-instructional party, and all other parties as appropriate. In addition, a copy of the report and the official grievance letters (Level I, Level II, and Level III) must be forwarded to the Dean of Student Services.

- The finding of the Level III grievance committee is final.

Final Disposition of Records

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

In the event of a complaint about the College, as a last resort, students may contact the Accrediting Council for Independent Colleges and Schools, American Association of Colleges of Nursing Commission on Collegiate Nursing Education, State Council of Higher Education in Virginia, or the Virginia Board of Nursing. Addresses of these agencies are listed on page 4.

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

students with disabilities

The College is committed to providing students access to higher education through the delivery of reasonable accommodations and services to students with disabilities as outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The College's policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

It is the College's policy to provide reasonable accommodations to a student who has an identified disability and is otherwise qualified to fulfill the requirements of the program. "Otherwise qualified" means that the student, with or without accommodations, meets

requirements for admission in an educational program, service, or activity.

It is the responsibility of the applicant or student who requires accommodation to identify himself or herself as an individual with a disability and to provide current medical, psychological, educational, or other professional verification of the disability that describes the nature of the disability, the resulting functional limitations, and the need for special accommodations as these would apply in the educational environment. A previous Individualized Education Plan (IEP) is not appropriate as verification of the need for educational accommodations at the collegiate level. Additional specific documentation guidelines can be found in the Office of Student Success. An applicant or student who requests an accommodation will be referred to the Office of Student Success, where designated staff will work in cooperation with the appropriate departments of the College in providing a reasonable accommodation. The College cannot assure that any accommodation will be immediately available for an applicant who fails to disclose an identified disability during the enrollment process or fails to provide reliable documentation of that disability. Information pertaining to an applicant's or student's disability will be shared only among those individuals who have a legitimate educational interest in that information.

In addressing the needs of a student with an identified disability, the College will:

- Provide special measures with due consideration for the student's feelings, dignity and privacy

- Strive to minimize the student's disadvantage in a manner that does not provide an advantage over other students

- Hold the student accountable for meeting academic objectives, once measures are in place

A number of characteristics and/or temporary conditions are excluded from the category of disability, therefore making these conditions or characteristics ineligible for services. This may include temporary impairments or impairments that do not limit major life activities. Examples may include, but are not limited to, the following: broken bones, pregnancy, persons who are non-native English speakers (English as a second language). For questions, please contact the Office of Student Success.

16 standards for student performance

student rights & responsibilities

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

rights

A student has a right to:

- Learn and pursue his or her educational goals without fear of unlawful discrimination, intimidation, prejudice, or threat

- Free inquiry, free expression and assembly, so long as he or she does not interfere with the rights of others or the operation of the College

- Learn in a safe environment that is free of disruption and is conducive to teaching and learning

- Be advised of the course objectives and how grades are assigned

- Inspect and review his or her student record within a specified time frame upon written request, and to expect confidentiality regarding this record

- Evaluate the curriculum and make recommendations for change

- Appeal disciplinary actions

responsibilities

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

student code of conduct

The student is expected to conduct himself or herself in an ethical and professional manner at all times both within the College and the community. The student's behavior must, at all times, reflect: integrity and honesty; the exercise of rational judgments; sensitivity and caring; self-control; acceptance of different beliefs; values and lifestyles; flexibility; and a willingness to accept guidance and direction. Self-evaluation and commitment toward learning are essential components of the educational process. The College is authorized to enforce the standards of conduct specified herein and to impose such disciplinary measures as are deemed appropriate in response to student conduct that reasonably may be expected to discredit or injure the College or its reputation, or that otherwise may endanger the safety and welfare of others. Such disciplinary sanctions include but are not limited to suspension and dismissal from the College.

conduct subject to disciplinary action

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

- Endangering the safety and welfare of students, faculty, or staff

- Substance or alcohol abuse

- Violation of local, state, or federal laws

- Misuse, destruction, or damage of College or BSHSI property

- Harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person involved in educational or College activities or in clinical areas

- All forms of dishonesty

- Conviction of an offense that would render the student unemployable by Bon Secours Health System

- Failure to comply with guidelines/policies of the College and/or the clinical agencies. Nothing contained herein shall preclude or otherwise affect the initiation or conduct of proceedings under the Honor Code, which relate to allegations of dishonesty

discipline for misconduct

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

Warning: A written or oral notice to a student advising that he or she is violating or has violated the College rules and may be subject to more severe disciplinary action if the behavior continues.

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

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

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

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

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

Corrective Measures: May be included if an act of dishonesty/honor code violation has occurred.

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 Dean of Student Services. Notwithstanding such reporting obligation, the faculty or staff member shall have the immediate right, where reasonably 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 College related activity or function.

disciplinary process

Upon receiving a report of a suspected violation of this Policy, the Dean of Student Services shall provide the student with 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 Dean of Student Services finds the student to have violated any provision of this Policy, then the Dean of Student Services will impose such disciplinary sanctions as he or she deems reasonable and appropriate under the circumstances, including but not limited to the disciplinary measures set forth in the above paragraph. Any such finding of a violation will be entered into the student's official record, together with a statement of the disciplinary sanctions imposed. Disciplinary sanctions, other than suspension and dismissal, will be removed from the student's record upon the student's graduation or permanent departure from the College.

appeal

Refer to policy ADM 1.06 on the College's web site.

honor system

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

the honor pledge

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

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

violations of the honor code

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

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

Lying — Transferring, transmitting or communicating any false statements.

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

- Making a false statement to any employee of Bon Secours

- Falsifying evidence or testifying falsely during any hearings

- Altering records or other official College materials

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

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

- Copying from another student's paper

- Use during a test of any materials not authorized by the individual administering the examination

- Working with another student on any test, quiz, care plan, or any assignment when the instructor has expected independent and unaided effort

- Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be or proven to be unreleased or previously released contents of any instructor-created test, quiz, or examination

- Bribery, solicitation, or bullying of any person to obtain examination information

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

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

- Taking library books or journals, exams, computer programs, or any other academic materials

- Destroying, hiding, or otherwise making unavailable for common use, library, computer, or other reference materials

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

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

- Quoting word for word from a source without using quotation marks, footnotes, or bibliographic citation

- Summarizing and paraphrasing ideas without acknowledging the source

- Submitting work for credit which has not been written by the student

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

reporting violations of the honor code

Obligation to Report

Each student and faculty member is responsible for reporting in writing 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. Those reporting must prepare a signed, written, factual account, along with any supporting documents, about the suspected honor violation and submit it to the Honor Council Advisor within this time frame.

Investigation

The Honor Council Advisor, Honor Council Sponsor, and Honor Council Chairperson may choose to meet as soon as practicable thereafter with the individual(s) who reported the violation to obtain any required clarification. Upon receipt of the allegation, the Honor Council Advisor, Honor Council Sponsor, and Honor Council Chairperson are permitted up to 10 working days to complete the investigation of the allegation. If it is determined that there is sufficient evidence of possible violation(s) of the Honor Code, the accused student will be notified in writing of the accusation(s) and the matter will be referred to the Honor Council for a hearing. If it is determined that the accused student has not violated the Honor Code, the matter will be dismissed.

Self-Report

A student who violates the Honor Code may self-report and must do so within ten school days of occurrence of the violation(s). An initial admission may be given verbally, but a written report signed by the student must be submitted

to the Honor Council Advisor no later than one school day after making the verbal admission. If a student fails to self-report and is then subsequently accused of an Honor Code violation that is referred for a hearing, the accused student may choose to self-report at any point prior to the scheduled hearing. Self-reporting will nullify the need for a hearing of the Honor Council and the student's case will be handled by the Honor Council Sponsor and the VP/Provost.

Hearing

The Honor Council Hearing Committee will be composed of at least five members, consisting of the Honor Council Chair, a minimum of three 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 within 10 business days of referral to the Honor Council for a hearing.

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. This recommendation will be made to the Vice President/Provost in writing. The Vice President/Provost will consult with the Honor Council Sponsor to make the final determination regarding corrective action.

The Honor Council may recommend one or more corrective measures. Any student found culpable of an Honor Code violation may be subject to one or more of the following corrective measures:

- Loss of credit for course work or the course

- Honor Probation- a written warning that indicates that a subsequent determination of an Honor Code violation may result in a sanction of suspension and/or expulsion

- Restitution to pay for the repair or replacement of material items

- Volunteer or community service for a specified number of hours

- Suspension for one or more semesters (including the current semester)

- Expulsion or permanent dismissal, in which case the student is not eligible to return to the College

- Other corrective measures as deemed appropriate by the Honor Council and Honor Council Sponsor

The Honor Council Advisor shall provide the Vice President/Provost with written notification of the recommended corrective measure(s) within one school day after the conclusion of the Honor Council's deliberations.

The Vice President/Provost will render a final decision in writing, provided to both the accused student and the Honor Council, no later than 5 school days from receipt of the recommendation from the Honor Council. In any hearing resulting in a finding of violation, the corrective measure(s) imposed is entered into the student's official record.

In the event of a self-report, the matter will be handled by the Honor Council Sponsor and VP/Provost in a private hearing. The corrective measures listed in this section apply and will be determined by the VP/Provost.

Appeal Procedures, Honor Council Officials, Advisor and Sponsor

Please reference policy ADM 1.06.

family educational rights and privacy act (FERPA)

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

Inspect and review of education records

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

Request amendment of education records

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

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

Education records other than directory information shall not be released without prior written consent of the student except as is authorized by the Family Educational Rights

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

• Authorized representatives of the U.S. Department of Education, Office of Inspector General, or state and local education authorities.

• The Department of Homeland Security (DHS); Immigration and Customs Enforcement (ICE) for the purpose of complying with Request Form ICE relative to the College's participation in The Student Exchange Visitor Information System (SEVIS).

• Military Recruiters who request Student Recruiting Information (Solomon's Amendment), which includes name, address, telephone listing, age (or birth year), class level, major, degrees received and most recent educational institution of enrollment (some conditions exist).

• Authorized representatives of the Department of Veterans Affairs for student receiving educational assistance from the agency.

• Parents, if the student is a dependent of the parent as defined by the Internal Revenue Service.

• Compliance with a court order or subpoena.

• Accrediting organizations to carry out their accrediting function.

• Appropriate officials if a health or safety emergency exists and the information will assist in resolving the emergency.

• Organizations conducting studies/audits concerning administration of student aid programs.

• Agents acting on behalf of the College such as Clearing Houses and degree/enrollment verifiers.

Directory Information

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

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

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-5920
Phone (202) 260-3887
Fax (202) 260-9001
email: ferpa@ed.gov
Web: www.ed.gov/policy/gen/guid/fpco/index.html

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

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

parental notification

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

drug & substance abuse

The College strives to maintain an environment that promotes the health and safety of the community and the responsible choices and behaviors of its students by assuring that a drug-free workplace is maintained and that students are unimpaired by the effects of drugs or alcohol.

All students must adhere to the definitions of substances and alcohol laws in Virginia and federal laws concerning drug and alcohol use; and are expected to conduct themselves in a manner consistent with College expectations. The College will not tolerate the unlawful manufacture and/or illegal purchase, consumption, possession, or distribution of alcohol to or by any student. The College expressly prohibits the sale and/or use of alcohol by students on College property or as any part of a College-sponsored program on or off campus.

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

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

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

Upon notification to the Dean of Student Services or the Dean of Nursing, students who are suspected of substance or alcohol abuse while enrolled in the program, either in the classroom, laboratory or clinical setting, will be required to immediately submit to drug and alcohol testing through a contracted drug testing company. The student will be required to pay for testing. Refusal to undergo testing will result in dismissal from the program. Positive results on the drug test will result in the student's dismissal from the College.

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

children and pets in the academic setting

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

23 admissions, progression and graduation

admissions/ readmissions

admissions

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

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

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

International Applicants

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

Applicants with Non-U.S. Credentials

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

readmissions

A student who has officially resigned from the College and who is eligible for readmission may be readmitted to the College. The applicant must meet the admission requirements established during their absence.

- Refer to Nursing Program chapter for specific requirements for admission/readmissions

enrollment agreement

The College requires a newly admitted student to sign an Enrollment Agreement. The Agreement includes the following information: the program that the applicant will enroll in, enrollment period, the tuition and other charges (e.g., for tools, books, or other supplies), the refund policy, the resignation policy, and acknowledgement of

reviewing the Student Catalog and Handbook and the Essential Functions of a Nursing Student. A copy of the Agreement signed by a College official will be returned to the applicant. Signed Agreements will be filed in student records. An Enrollment Agreement may be cancelled in writing within three business days of returning it to the College.

registration for classes

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

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

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

add/drop period

The Add/Drop Period begins on the first day of the semester as indicated on the College's Academic Calendar and continues until the close of business on Friday of the first week of the semester. A student may add or drop courses during the Add/Drop Period through the College's data management system. Courses dropped during the Add/Drop Period are removed from the student's schedule and transcript.

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

If a student withdraws from a course before the end of the second week of the semester, the grade will be recorded as "W" with no consequence to cumulative grade point average. A course withdrawal after that time but prior to the completion of 60% of the semester or session, results in a "WS" or "WU" depending on

academic standing. After completion of 60% of the semester or session, a student may not withdraw and will receive a grade of "F" unless there are mitigating circumstances

A student with mitigating circumstances may request a withdrawal from a course after the 60% point in a semester or session by submitting a written request to the Dean of Nursing. Supporting documentation must be provided with the request for a late withdrawal.

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

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

transfer credit

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

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

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

General Education Courses Prior to Enrollment

The College will accept transfer credits provided:

• Credits were earned at institutions accredited by agencies recognized by the United States Department of Education.

• Official transcripts are provided to the College by the institution.

• Course content and credit were substantially similar to the required College course.

• Grade of "C" or above was achieved.

• Courses other than those listed in the curriculum may be approved for transfer credit by the Provost.

• Only courses taken while enrolled at the College are included in a student's GPA.

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

Credit through Examination

Students may receive transfer credit through Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP). The College will follow the Reynolds Community College AP, IB, and CLEP policy for applicable course transfer credit guidelines. Transfer credit is awarded only if the student achieves an acceptable examination score. Students may receive transfer credit for CLEP exams while they are enrolled as well. Required scores and appropriate credit hour guidelines can be found in the Reynolds Community College catalog.

Post-licensure students may receive transfer credit for Microbiology and Nutrition through NLN proficiency testing if an acceptable score is achieved.

International Credit

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

Notice Concerning Transferability of Credits Earned at the College

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

satisfactory academic progress

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

Satisfactory academic progress (SAP) of students is monitored as mandated in federal regulations. SAP must be maintained by all students. 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. Students who do not achieve a cumulative GPA of 2.0 will be placed on Academic Probation for one semester. 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.

- **Percentage of Attempted Courses Completed (PACE):**
  In order to complete the program within the maximum timeframe, a student must complete a minimum of 67% of all credits attempted. Transfer credits accepted towards completion of student's program and all credits attempted while enrolled at the College will count toward the percentage of attempted courses completed. Students who do not achieve 67% will be placed on Academic Probation for one semester. Students who do not raise their cumulative credits attempted above 67% at the end of the probation period will be dismissed.

- **Maximum Standard Number of Credits for Program Completion:**
  Students must complete all academic requirements within 150% of the published length of the program. Students who do not complete all academic requirements within 150% of the published length of the program will not be able to register for classes until they have been approved for registration by the Dean or Program Director. Transfer credits accepted towards completion of student's program and all credits attempted while enrolled at the College will count toward the 150% of the published length of the program. Students who complete the program within 150% of the published length of the program will receive a degree. If a student exceeds this timeframe, the College may place that student in an extended enrollment status. At the discretion of the College, a student who exceeds 150% of the published length of the program either as a regular student or with extended enrollment status may receive the original academic credential for which he or she enrolled provided there are no additional financial obligations to the College.

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 (cumulative GPA, percentage of attempted courses completed, maximum standard number of credits for program completion) 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 the College, 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 College aid programs.

SAP notification

SAP is verified at the end of every semester. Students are notified in writing by the Office of the Registrar when they do not meet SAP. Recipients of Title IV financial aid 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 academic probation, academic warning, or dismissed for failure to maintain SAP may appeal the action through the following process:

Academic Appeal

See policy ADM 1.06 Appeal Process for Student Grievances/Complaints: Academic and Non-Academic

Financial Aid Appeal

The financial aid appeal must be submitted in writing and describe any mitigating circumstances the student feels deserve further consideration, e.g., death in the immediate family (father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister), illness of the student, etc. The financial aid

appeal and supporting documentation is sent to the Director of Financial Aid, who reviews the written records, collects other information as necessary, and issues the final determination within ten working days from the receipt date of the original request. Financial aid appeals are not reviewed until all the information requested has been received.

If the student's financial aid appeal is approved, a status of "Financial Aid Probation" is assigned. The student's financial aid will be reinstated for one semester and the student will be considered making SAP during that period. If the student does not meet SAP standards at the end of the semester, the student is no longer eligible for financial aid until SAP standards are met. The student may not appeal this decision.

If the approval of the financial aid appeal is contingent upon the student meeting with the Office of Student Success to develop an "Academic Plan for Success" to re-establish SAP, the student will have ten working days from being notified of the required action, to submit a copy of the "Academic Plan for Success" to the Director of Financial Aid. It is the student's responsibility to initiate contact with the Office of Student Success to begin the process. Failure to submit the "Academic Plan for Success" to the Director of Financial Aid will result in the student not being eligible for financial aid until SAP standards are met. The student may not appeal this decision.

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

definitions

Academic Probation: Students who 1) do not achieve a cumulative GPA of 2.0 in all coursework, or, 2) do not complete 67% of all attempted credits are placed on Academic Probation for a period not to exceed one semester. A student who does not meet these SAP standards may continue course work within his/her current level of curriculum or in courses without prerequisites but is not allowed to progress to the next level of the curriculum or graduate. If these SAP standards are not achieved by the end of the probation period, the student is academically dismissed and must resign from the College. A probation period is defined as one semester (fall, spring, or summer). Students

on Academic Probation are strongly encouraged to contact the Office of Student Success. It is the student's responsibility to ensure his/her academic success. Students on Academic Probation are NOT eligible for financial aid unless a financial aid appeal has been approved.

Academic Warning: Students who are being readmitted may 1) not have a cumulative GPA of > 2.0, or, 2) not have completed 67% of all attempted credits while they repeat a course. A readmitted student who does not meet these SAP standards by the end of the second semester in which they return is academically dismissed and must resign from the College. Students are considered to be on Academic Warning for these two consecutive semesters unless a GPA of 2.0 is achieved by the end of the first semester, placing the student in good academic standing. Students on Academic Warning are strongly encouraged to contact the Office of Student Success. It is the student's responsibility to ensure his/her academic success. Students on Academic Warning are NOT eligible for financial aid unless a financial aid appeal has been approved.

Default on Payment: All financial obligations must be met prior to the start of registration for the next semester. A student who defaults on payment is not eligible to register for the next semester.

Incomplete Grades: Courses receiving a grade of Incomplete are counted in the student's attempted credits. However, these courses cannot be counted in a student's earned credits until the student has received a completion grade. If a student fails to meet the percentage of attempted courses completed standard due to an incomplete grade, and, the subsequent recording of a final grade within a semester brings the student into compliance with that SAP standard, financial aid eligibility will be restored for the current semester.

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

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

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

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

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

Transfer Credits: Transfer credits completed prior to enrollment will not count toward a student's GPA. Only courses taken while enrolled at the College will count toward a student's GPA. Transfer credits accepted towards completion of student's program will count as both credit hours attempted and credit hours completed and will be considered in the calculation of percentage of attempted credits completed, maximum allowable credits for program completion, and meeting SAP requirements.

resignation

During a student's matriculation, for a variety of reasons, a student may find it necessary to discontinue the pursuit of academic endeavors either permanently or temporarily. A student who withdraws or discontinues all coursework in which he/she is enrolled is considered resigned from the College.

temporary resignation

A temporary resignation is an administratively approved period of non-attendance initiated by a student or College administration. A student may request a temporary resignation for one semester. If a student desires to extend an approved temporary resignation, the student must request the extension following the process below. Any

granted extension will not be for longer than a period of one year from the time the student originally began the temporary resignation. Because this leave is considered temporary, it is understood that the student has the intention of returning to the College; consequently, the student will not have to apply for readmission as long as the student returns within the approved timeframe. Unlike a permanent resignation, a temporary resignation allows the student to maintain an affiliation with the College. The College will accommodate short absences due to military service obligations. This will be considered a temporary resignation.

A completed Request for Resignation from the College form with supporting documents must be filed in the Office of the Registrar by the end of add/drop period in any given semester. Should the student not return within the approved timeframe, the student will be dismissed effective the date the student began the temporary resignation.

permanent resignation

Student Initiated Resignation: A resignation from the College indicates that the student has no intention of returning to the College. If the student decides to return at a later date, the student must apply for readmission. A completed Request for Resignation from the College must be filed in the Office of the Registrar.

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

- Academic failure

- Failure to adhere to College policy

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

graduation

Requirements

A student who is eligible to receive a degree and participate in graduation activities must:

- Submit an Intent to Graduate form to the Registrar's Office by the date published in the College's Academic Calendar.

- Complete at least 25% of credit hours required for the degree through instruction offered by the College.

- Complete all degree requirements by the end of the academic session in which the degree is to be conferred.

- Complete all program requirements.

- Settle all indebtedness to the College to include returning of library and school materials.

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

After completing the BSN degree, students are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). A passing score permits the respective state board of nursing to award the Registered Nurse license.

THE VIRGINIA BOARD OF NURSING MAY DENY A PERSON THE RIGHT TO TAKE THE LICENSING EXAMINATION IN VIRGINIA DUE TO CONVICTION OF A FELONY OR MISDEMEANOR INVOLVING MORAL TURPITUDE OR FOR OTHER REASONS CITED IN SECTION 54.1-3007 OF THE CODE OF VIRGINIA.

Transcripts will show any courses taken prior to admission to this College as transfer (TR) courses. Any courses taken while enrolled will show institution where it was taken, earned grade, credit hours and quality points.

Graduation Exercises

Graduation exercises are held twice a year at the close of the Fall and Spring semesters. Students must complete all graduation requirements in order to participate in graduation exercises. Students completing requirements during the Summer term will have their degrees posted at the end of the Summer term and may participate in Fall graduation exercises. Transcripts showing the posted degree will be available one week following the end of the Summer term.

Latin Honors

Graduation honors are awarded to undergraduate students who have maintained high levels of scholastic achievement. Honor listing on transcripts will be calculated based on all coursework while enrolled at the College only. Levels of honor are:

3.50 – 3.749	cum laude
3.75 – 3.899	magna cum laude
3.90 – 4.0	summa cum laude

transcripts

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

An official copy of a transcript bears the impression of the College seal and must be signed. Official transcripts are often required when applying to another college or university. An unofficial copy of a transcript does not bear the College's seal. These are often used for students' personal records.

Upon written request and fee payment (listed on the College's website and on the Transcript Request form) by a current or former student, official or unofficial transcripts are mailed to individuals or institutions. Current students and alumni may also order transcripts through the College's data management system accessed through the College's website.

At the end of each semester during which a required general education course is taken off-site, the student must arrange to have an official transcript sent to the College's Office of the Registrar. These official grades are due by the end of the add/drop period of the next semester. Failure to provide official transcripts will result in the student being resigned from the College.

Courses taken prior to admission to the College and accepted for transfer credit appear on the transcript as transfer (TR) courses. For general education courses taken while enrolled at the College, the transcript indicates the institution where it was taken, earned grade, credit hours and quality points. Honor listing on transcripts are calculated based on coursework while enrolled at the College only.

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

30 financial policies and resources

tuition, fees and terms of payment

Below is a breakdown of estimated costs for the 2014–2015 academic year. The per credit cost of the general education classes are provided for Reynolds Community College (in-state) where many of our students complete those requirements.

The student bill is due in total on the established due dates; there are no installment payment plans. The Nursing credit hour costs are the same for in-state and out-of-state students. The College reserves the right to make changes in tuition, fees, and other costs with notice. The College communicates its tuition and fee schedule to all students annually. Students enrolled in general education credits at local institutions are responsible for acquiring tuition and fee schedules directly from those institutions.

2014–2015 Reynolds CC tuition

GENERAL EDUCATION COURSE TUITION RATES	
$147.60	In-State Resident (per credit hour)
$342.20	Out-of-State Resident (per credit hour)

2014–2015 BSMCON tuition & fees

BSN TRACK	
$350	Nursing Tuition (per credit)
$77	Educational Services Fee (per nursing credit)

RN-BSN TRACK	
$450	Nursing Tuition (per credit)
$77	Distance Learning Fee (per credit)

BSMCON GENERAL EDUCATION COURSES	
$250	per credit hour (no fees)

fees

• Program Application Fee (non-refundable).

• BSN Educational Services Fee includes College activities, student assistance, learning resources, verification services, and graduation (ceremony, pin, diploma, and transcript processing).

• RN-BSN Distance Learning Fee includes distance technology, support services, and graduation.

discounts

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

additional costs

• Allow for cost of books, supplies, annual background checks, CPR certifications, NCLEX licensure examination, and other expenses

• Uniform, shoes, lab coat, stethoscope and watch with second hand are required

• Transportation and parking fees are the student's responsibility

• Returned check charges may vary depending on bank-assessed fee

• Transcripts $5 each

payment terms

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

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

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

default on payment

All financial obligations must be 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.

student accounts

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

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

the book advance program

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

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

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

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

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

book advance eligibility requirements

• Student must have an estimated financial aid/scholarship award

• Student must have sufficient aid to cover his/her outstanding student account balance and have enough funds to cover the Book Advance amount

• Student must be registered in classes for the upcoming term

• Student must be meeting the Standards of Satisfactory Academic Progress

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

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

student's responsibility

• The student must meet all terms and conditions for financial aid

• The student must use the funds to purchase the required books and supplies needed

• If the student receives a Book Advance and is later determined to not be eligible for it, then the student is responsible for returning the funds to the College

• If the student receives a Book Advance then decides not to come to the College, the student is responsible for repaying the amount received

• The student cannot receive additional Book Advances above the eligible amount

scholarships

Scholarship funding amounts may vary from year-to year. Financial need for scholarships is determined by the student's FAFSA information. Specific requirements for scholarships are provided with the master scholarship application. All scholarship awardees are required to send a thank you note to the awarder prior to disbursement.

The scholarship may also require the awardee to participate in an award luncheon.

Scholarship applications and information can be found on the learning management website, under Financial Aid, and the Scholarship tab. Scholarship applications for the upcoming academic year are announced during the spring semester.

The following scholarships are available:

MERIT-BASED:

Gloria H. Booker Scholarship

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

Glenn LeBlanc Men in Nursing Scholarship

Created by a graduate who pursued a career in pediatric nursing and wanted to support men in their pursuit of nursing education.

The Modlin Scholarship

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

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

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

Airman First Class William Hart Pitsenbarger, USA F MOH Merit Scholaship

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

Short Pump Ruritan/Civic Foundation Nursing Scholarship

Created to help fund nursing education for students who attended the following high schools or be a resident of the community area served by one of these schools: Deep Run HS, Mills Goodwin HS, J.R. Tucker HS, Douglas S. Freeman HS, Hermitage HS, Glen Allen HS.

Flight Lieutenant Parke Farr Smith, RA F Merit Scholarship

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

Lieutenant James Alexander Smith III, USNR DFC Merit Scholarship

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

NEED-BASED:

The Kathleen H. Dickerson Scholarship

Established in Ms. Dickerson's memory, a former nurse, by her daughter.

The Sarah F. Richardson Scholarship

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

Jean Ritz-See Scholarship

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

Lettie Pate Whitehead Scholarship

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

Mary Jane Naecker Young Award

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

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

other student funds

Other student funds are periodically awarded to qualifying students. Students will be notified through email and information will be posted on the learning management website.

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

Laura Murphy Discretionary Fund

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

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

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

Veteran Educational Benefits

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

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

financial aid

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

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

definitions

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

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

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

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

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

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

eligibility requirements

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

- Complete the Free Application for Federal Student Aid (FAFSA)

- Be a U.S. citizen, U.S. National, U.S. permanent resident, or eligible non-citizen as determined by federal guidelines

- Have a valid Social Security Number

- Possess a high school diploma or an equivalent such as a G.E.D., or have completed home schooling at the secondary level as defined by state law

- Be enrolled, as a regular student, in a program leading to an approved certificate/diploma or degree

- Be making satisfactory academic progress toward completion of the program of study

- Not be in default on any federal student loan or owe a refund on a federal grant

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

- Not be enrolled in an elementary or secondary school. A student who is concurrently enrolled in high school and college is not considered a "regular student," and is not eligible for financial aid.

- Must be registered with Selective Service, if required (males only). If you are not registered, you may register at www.sss.gov.

- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance.

- Complete the verification process, if required. Students selected for verification should refer to the Financial Aid Verification Policy (located on College website) for complete details.

- Demonstrate financial need except for certain non-need based programs (i.e, Unsubsidized Stafford Loan, Private Alternative Loan, etc.).

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

student responsibilities in accepting financial aid

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

A student has a right to:

- Apply for additional assistance when increased financial need can be demonstrated and funds are available

- Appeal a decision to the Director of Financial Aid

- Expect and receive complete confidentiality of financial aid award information by the Office of Financial Aid

- Know what financial aid programs are available at the College

- Know the deadlines for submitting applications for each of the available financial aid programs

- Know how financial aid is awarded, how decisions on awarding are made and the basis for these decisions

- Know how financial eligibility is determined including how costs for tuition and fees, room and board, transportation, books and supplies, personal/miscellaneous expenses, etc. are estimated in the budget

- Know what resources (such as family contribution and other financial aid, assets) are considered in the determination of financial aid eligibility

- Know how much financial need has been met

- Information about the various components of the financial aid package

- Know the College Refund Policy

- Know what portion of financial aid must be repaid and what portion is grant aid; if the financial aid package includes loans, a student has the right to know the full amount of the loan, the interest rate, when repayment is to begin, the yearly and total amounts of debt, repayment procedures, deferment and consolidation availability, length of repayment, consequences of default, and the ability to prepay the loan without penalty at any time

- Know how the College determines whether a student is making satisfactory academic progress and the consequences if the student is not making satisfactory academic progress

A student is responsible for:

- Completing all application forms accurately and submitting them timely to the Office of Financial Aid (or the Central Processor for the FAFSA or Renewal Form)

- Providing accurate information (misrepresentation of information on a financial aid application is a violation of federal law)

- Supplying all additional documentation and/or information as requested by either the Office of Financial Aid or the agency to which an application is submitted

- Reporting any change in the financial situation from that reported on the Free Application for Federal Student Aid

- Notifying the Office of Student Financial Aid when additional financial aid is received from outside sources

- Using funds awarded solely for educational expenses incurred to attend Bon Secours Memorial College of Nursing during the period for which the award was made

- Attending class on a regular basis and to make normal progress toward graduation. Repeated course withdrawals may jeopardize eligibility for financial assistance

- Repaying all educational loans according to the repayment provisions agreed on at the time loans were accepted and promissory notes were signed

- Reading carefully all forms that require a signature and keeping copies of them

- Accepting responsibility for all agreements signed

- Signing promissory notes for student loans, following the repayment schedule, notifying school, loan servicer agency of changes in name, address, social security number, or attendance, completing an entrance counseling before receipt of first loan disbursement and exit counseling before resigning from the College or graduating

- Performing the work that is agreed upon in accepting a federal work-study position

- Knowing the College Refund Policy

- Knowing the College Financial Aid Guidelines

- Providing any requested forms to defer repayment of student loans

- Providing a personal thank you letter to scholarship donor

the college participates in the following federal financial aid programs:

Federal Pell Grant

The Federal Pell Grant is for students who have not earned a baccalaureate degree or first professional degree. Eligibility is determined from the information 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 college without this assistance. Funds are limited and awarded on a "first come" and "highest need" basis. These funds are also available to part-time students. Awards may range from $200-$4,000 per academic year.

Federal Work Study (FWS)

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

On-campus versus off-campus jobs:

- On-campus work is usually done for the College

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

student loans

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

Subsidized Federal Direct Stafford Loan

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

Unsubsidized Federal Direct Stafford Loan

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

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

Federal Direct PLUS Loan (Parent Loan for Undergraduate Students)

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

To be eligible for a Direct PLUS Loan for Parents:

- The parent borrower must be the student's biological or adoptive parent. In some cases, the student's stepparent may be eligible.

- The student must be a dependent student who is enrolled at least half-time at a school that participates in the Direct Loan Program. Generally, a student is considered dependent if he or she is under 24 years of age, has no dependents, and is not married, a veteran, a graduate or professional degree student, or a ward of the court.

- The parent borrower must not have an adverse credit history (a credit check will be done). If the parent does not pass the credit check, the parent may still receive a loan if someone (such as a relative or friend who is able to pass the credit check) agrees to endorse the loan. The endorser promises to repay the loan if the parent fails to do so. The parent may also still receive a loan if he or she can demonstrate extenuating circumstances.

- The student and parent must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the federal student aid programs.

Private Alternative Loan

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

sap & title iv financial aid eligibility

To be eligible for federal, state, and institutional aid programs, a student must meet SAP policy standards, regardless of whether the student has received financial aid previously. Violation of any one of the three measures of SAP (minimum 2.0 cumulative GPA, a minimum of 67% of credits from attempted courses completed, and not more than 150% of standard program 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 the College, 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 College aid programs.

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

notification

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 financial aid eligibility will have financial aid eligibility reinstated for the following semester if the student makes SAP at the end of the current enrolled semester.

financial aid appeal

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

If the approval of the financial aid appeal is contingent upon the student meeting with the Office of Student Success to develop an "Academic Plan for Success" to re-establish SAP, the student will have ten working days from being notified of the required action, to submit a copy of the "Academic Plan for Success" to the Director of Financial Aid. It is the student's responsibility to initiate contact with the Office of Student Success to begin the process. Failure to submit the "Academic Plan for Success" to the Director of Financial Aid will result in the student not being eligible for financial aid until SAP standards are met. The student may not appeal this decision.

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

refunds

Refer to the Academic Definitions in the appendix.

policy:

General Regulations Governing Refund:

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

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

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

Federal Return to Title IV Funds — Financial Aid Recipients

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

- completely withdraws (Resignation from the College), or

- stops attending before completing the semester, or

- takes an approved leave of absence, or

- does not complete all modules (courses which are not scheduled for the entire semester) for which he/she has registered at the time those modules began.

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

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

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

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

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

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

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

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

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

- Unsubsidized Direct Stafford Loans (other than PLUS Loans)

- Subsidized Direct Stafford Loans

- Federal Perkins Loans

- Federal PLUS Loans

- Direct PLUS Loans

- Federal Pell Grants for which a return of funds is required

- Academic Competitiveness Grants for which a return of funds is required

- National SMART Grants for which a return of funds is required

- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

- Federal TEACH Grants for which a return of funds is required

- Iraq and Afghanistan Service Grant for which a return of funds is required

- Other Title IV assistance for which the return of funds is required

- Other federal, state, private or institutional financial assistance for which a return of funds is required

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

- Determine date of resignation from College and percentage of payment period attended by the student

- Calculate amount of Title IV aid earned by the student

- Compare amount earned and amounts disbursed to determine amount unearned

- Determine late disbursement if amount earned is greater than amount disbursed

- Determine amount of Title IV aid that must be returned if amount earned is less than amount disbursed

- Calculate portion of funds to be returned by the College and student

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

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

Additional financial aid and College policies may be located at www.bsmcon.edu/students/policies-0.

40 program, academic policies & procedures

program

The College offers a bachelor of science in nursing (BSN) program via two tracks. The BSN pre-licensure track offers a course of study leading to the graduate's eligibility to take the National Council of Licensure Examination — RN (NCLEX). Upon successful passage of the examination, the graduate is eligible to practice as a registered nurse. The post-licensure track (RN-BSN) is for RNs to earn the BSN via Online Learning.

program mission

As part of the Bon Secours Catholic healthcare ministry, our mission is to provide nursing education, scholarship, and service that promote health and wholeness for the global community.

Program Outcomes

At the conclusion of the program, the graduate will:

- engage in communication and collaboration with the interprofessional health care team

- practice empathetic caring within the framework of the Catholic health ministry

- integrate servant leadership into nursing practice to promote global health

- provide safe, quality care incorporating evidence based nursing practice

- demonstrate commitment to the nursing profession and lifelong learning

philosophy statement

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

Nursing

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

- Nurses are lifelong learners and researchers, adding to and applying new evidence to the practice of nursing globally

- Nurses utilize evidenced-based practice to deliver individualized care that is sensitive to the client's cultural, spiritual, and diverse needs

- Nurses provide holistic care to promote wellness, prevent disease, restore health, and to provide comfort

- Nurses are accountable and are ethically, legally, and morally grounded

- Nurses use creativity to adapt to ever-changing systems and client needs

- Nursing is both an art and a science

Nursing Education

- Faculty respect student's individual learning needs, model the value of caring, and validate students as individuals with intelligence, worth and dignity

- Learning is a collaborative process between educator and student

- Learning includes adapting to professional social norms and continuous quality improvement of practice

- Liberal education will serve as a foundation of knowledge, skills and attitudes for application in nursing practice

- Liberal education enables the nurse to engage within the local community and globally

- Nursing education will foster personal and professional growth, and form the foundation for graduate education

- Nursing education promotes transformative, self-directed, experiential discovery

- Nursing education enables students to provide safe, competent care from birth to entry into the spiritual realm of death

- Nursing education encourages respect of authentic dialogue to improve healthcare outcomes

- Nursing education empowers students to apply leadership principles to the nurse generalist practice

- Nursing education provides the student with an understanding of healthcare policies that influence nursing practice

- Nursing education is based on translation of scholarship into nursing practice that includes discovery, integration, and application of knowledge

- Nursing education facilitates competency in computer information technology to respond to the dynamic health care environment

- Nursing education fosters collaboration with the interprofessional healthcare team to improve health through evidenced-based clinical preventive practice

- Nursing education cultivates quality improvement practices to maintain and improve patient safety

- Nursing education promotes the application of clinical reasoning and clinical judgment to produce safe health outcomes

- Students will have opportunities to grow in Christian life to enhance their understanding and capacity to care for themselves and others

- Students will apply knowledge of nursing theory and research essential to contemporary nursing practice

- Students focus on moral, value-based reflective thinking that form the foundation of scientific inquiry and evidence

Caring

- Caring is expressed through application of nursing knowledge in practice, critical thinking skills, interpersonal skills, assertiveness, curiosity, courage and humor

- Caring is expressed through provision of safe outcomes of care for diverse populations

- Nursing is philosophically rooted in holistic caring for the biophysical, spiritual, mental, and social person

- Nursing facilitates healing across the lifespan by extending a caring human presence

- Self-care and self-reverence are requisites to caring for others

Health

- Health is created through unity and harmony of mind, body, and soul

- Health is a dynamic state of being on a wellness-illness continuum

- Health requires ensuring that the basic right of all individuals, especially the poor and the dying, have equitable access to the health care system

- Human beings are unique and complex, with physical, emotional, cognitive, sociocultural, and spiritual dimensions

- The individual person develops from the interaction of environment, family, culture, and society

- The individual experience is valued and is worthy of inherent dignity and respect

Service

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

- Nurses apply knowledge of healthcare policy to advocate for vulnerable populations to promote social justice and ameliorate health disparities

- Our community responsibility encompasses the Bon Secours' mission of "good help to those in need," which requires our involvement as change agents

essential functions, behaviors, and abilities of the nursing student

Pre-licensure 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, interpersonal skills, emotional stability, and physical endurance of those persons engaged in the discipline. Given the nature of the curriculum at the College, 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 above stated skills 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:

- Demonstrates integrity and honesty

- Exercises safe, rational judgments

- Demonstrates a high degree of sensitivity and caring

- Behaves in a responsible manner

- Effectively responds to the evaluation process

- Follows directions

- Maintains self-control

- Demonstrates flexibility

- Accepts the presence of different cultures, beliefs, values, and lifestyles

- 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:

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

- Analyze data, perform mental calculations, act in emergency situations, make discriminating judgments, assume leadership roles, and teach.

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

- Implement and evaluate nursing care based upon a plan of care for an individual or group of individuals. This includes the ability to prioritize, focus on patient outcomes, utilize standards of care, and operate standard nursing equipment.

- Deliver nursing care to conscious and unconscious patients such as bathing, toileting, feeding, ambulation, transfers, positioning, and transportation. These functions may involve walking and standing for prolonged periods of time; sitting, moving, pushing and pulling up to 50 lbs; stooping, kneeling, climbing and reaching.

- Perform manual procedures such as administering medications, obtaining vital signs, and performing sterile procedures. Coordination and dexterity are required.

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

- Perform emergency measures such as cardiopulmonary resuscitation (CPR) and suctioning. This requires emotional control and immediate response. CPR certification and continuous re-certification are required.

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

- Complete assignments and examinations within the specified time limitations. This includes clinical and skill lab functions, as well as in the classroom.

- Demonstrate professional conduct and responsibility with accountability. 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.

course coding system BSN

To facilitate understanding of how the courses are coded:

ALPHA PREFIX	NUR – NURSING	PHR – PATHOPHARMACOLOGY
FIRST NUMBER	INDICATES CURRICULUM YEAR LEVEL (1, 2, 3, 4)	
SECOND NUMBER	INDICATES CURRICULUM PROGRAM	
	1	BSN
	2	RN-BSN
THIRD NUMBER	INDICATES CLUSTER, TOPICAL RELATIONSHIPS	
	0	Foundations
	1	Specialty
	2	Research
	3	Optional
	4	Professional
FOURTH NUMBER	MAY INDICATE SEQUENCE OR RELATIONSHIP, IF ANY, BETWEEN COURSE	
ALPHA SUFFIX	INDICATES PRACTICUM COREQUISITE P	

Bachelor of Science in Nursing

general information

The traditional Bachelor of Science in Nursing degree, designed to fulfill the mission of the college, offers students a well-rounded, student-focused education in which nursing lectures, which begin within the first year, are taken alongside general education courses. Students complete a BSN with 124 college credits.

curriculum planning

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

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

curriculum plan revision

The initial curriculum plan is established mutually between the student and the advisor. Subsequent revisions in the curriculum plan are made in collaboration with, and approval of the student's faculty academic advisor. The revised curriculum plan is subject to approval of the Dean of Nursing. If the revised curriculum plan is approved, it is filed in the student's academic record.

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

course prerequisites and corequisites

Nursing and selected non-nursing courses have prerequisites that must be successfully completed prior to enrollment in these courses. Upon registration, prerequisite and corequisite courses must be fulfilled or a plan approved to complete all prerequisites. Prerequisite or corequisite equivalencies may be approved by the Bon Secours Memorial College of Nursing.

Definitions:

- Prerequisite course: a course that is required prior to taking another course

- Corequisite course: a required course that must be taken in combination with another course or may be taken prior to the noted course(s). In no circumstances may a corequisite course be taken after the noted course(s)

- Service learning: a structured educational experience that integrates community partnerships, reciprocal service, theory, and student reflection in order to teach civic engagement, enrich the nursing curriculum and strengthen communities.

General Education Course Requirements

COURSE PREFIX	COURSE TITLE	CREDITS
ART EEE	Art elective	3
BIO 101	Biology I	4
BIO 102	Biology II	4
BIO 205	Microbiology	4
DIT 121	Nutrition	3
ENG 111	English Composition I	3
ENG 112	English Composition II	3
LIT EEE	Literature elective	3
MTH 240/2001	Statistics	3
BIO 141	Human Anatomy & Physiology I	4
BIO 142	Human Anatomy & Physiology II	4
PHI 200/2001	Ethics	3
PSY 200	Psychology	3
PSY 230	Developmental Psychology	3
REL EEE/2001	Religion elective	3
SOC 200	Sociology	3
COM EEE	Communication elective	3
Total General Education Credits		**56**

general education courses (offered by BSMCON)

MAT 2001 Introduction to Statistics for Nursing (3 cr.)
This course focuses on understanding, interpreting, and applying basic descriptive and inferential statistics within the context of nursing research and evidence-based practice. Lecture 3 hours per week.

PHI 2001 Ethics: Practice, Theory, History (3 cr.)
This course serves as a general introduction to moral philosophy in Western civilizations. The course begins by orienting students to the current state of ethical thinking in an effort to locate themselves and others engaged in ethical dialogue. The course explores virtue, principle, and consequence based moral philosophies and finishes with contemporary discussions in moral theory and ethical practice. The study of ethics produces a set of skills that are useful for reflecting upon one's own life, as well as the ethical choices facing oneself and others. At the end of the course, students will have the skills to raise ethical issues in practical settings and to help guide and engage in ethical deliberation. Through case studies and debate, students will learn and practice methodologies for guiding ethical decision making and consensus building within groups from differing ethical backgrounds and value systems. Lecture 3 hours per week.

REL 2001 World Religions: Living Faith Traditions (3 cr.)
An investigation of various Living Faith Traditions and the ways they continue to affect our immediate U.S. cultural context. Special attention will be given to Hinduism, Buddhism, Judaism, Christianity, and Islam and how their views impact healthcare providers in their formative years. Lecture 3 hours per week.

general education courses (Reynolds Community College)

ART 100 Art Appreciation (3 cr.)
Introduces art from prehistoric times to the present day. Describes architectural styles, sculpture, photography, printmaking, and painting techniques. Prerequisite: Placement in ENG 111 or placement in corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

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

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

BIO 101 General Biology I (4 cr.)
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. Part I of II. Prerequisite: Completion of ENF 2, if required by placement test, or instructor/advisor approval. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

BIO 102 General Biology II (4 cr.)
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. Part II of II. Prerequisite: BIO 101. Credit toward graduation cannot be awarded for both Biology 106 and Biology 101 or Biology 102. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

BIO 141 Human Anatomy and Physiology I (4 cr.)
Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part I of II. Prerequisite: High school biology and chemistry completed within five years of registering for this course with a grade of C or better or BIO 101 (or an equivalent) or advisor approval. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

BIO 142 Human Anatomy and Physiology II (4 cr.)
Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part II of II. Prerequisite: BIO 141. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

BIO 205 General Microbiology (4 cr.)
Examines morphology, genetics, physiology, ecology, and control of microorganisms. Emphasizes application of microbiological techniques to selected fields. Prerequisites: BIO 101-102 and CHM 111-112 or equivalent, or permission of the School of Mathematics, Science, and Engineering. CHM 101-102 are acceptable equivalent courses. Credits for CHM 101-102 do not count toward the AS degree in Science. Lecture 3 hours. Recitation and Laboratory 3 hours. Total 6 hours per week.

CST 100 Principles of Public Speaking (3 cr.)
Applies theory and principles of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

CST 110 Introduction to Speech Communication (3 cr.)
Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

DIT 121 Nutrition I (3 cr.)
Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism. Lecture 3 hours per week.

ENG 111 College Composition I (3 cr.)
Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and analysis with at least one researched essay. Prerequisite: Placement recommendation for ENG 111 or placement recommendation for corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

ENG 112 College Composition II (3 cr.)

Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, and developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Requires students to develop competency in preparing and delivering an oral presentation. Prerequisite: ENG 111 or its equivalent, a grade of "C" or better in ENG 111, and the ability to use word processing software are recommended. Lecture 3 hours per week.

ENG 210 Advanced Composition (3 cr.)

Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. Prerequisite: A grade of "C" or better in ENG 112 or approval by the English department head. Lecture 3 hours per week.

ENG 241 Survey of American Literature I (3 cr.)

Examines American literary works from pre-colonial times to about 1865, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. ENG 241 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or approval by the English department head. ENG 241 and ENG 242 may be taken out of order. Lecture 3 hours per week.

ENG 242 Survey of American Literature II (3 cr.)

Examines American literary works from 1865 to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. ENG 242 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or approval by the English department head. ENG 241 and ENG 242 may be taken out of order. Lecture 3 hours per week.

ENG 243 Survey of English Literature I (3 cr.)

Examines major British texts from the Anglo-Saxon period to the 18th century, emphasizing the critical ideas and traditions of the British literary tradition. Examines the literary texts within their social and historical contest. ENG 243 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or approval by the English department head. ENG 243 and ENG 244 may be taken out of order. Lecture 3 hours per week.

ENG 244 Survey of English Literature II (3 cr.)

Examines major British texts from the Romantics to the contemporary period, emphasizing the critical ideas and traditions of the British literary tradition. Examines the literary texts within their social and historical context. ENG 244 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or approval by the English department head. ENG 243 and ENG 244 may be taken out of order. Lecture 3 hours per week.

ENG 251 Survey of World Literature I (3 cr.)

Examines major works of world literature from the ancient period to the early 17th century. Emphasizes both the global development of literary forms and their unique expressions within individual cultural contexts. Examines the social and historical influences on literary texts. ENG 251 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or approval by the English department head. ENG 251 and ENG 252 may be taken out of order. Lecture 3 hours per week.

ENG 252 Survey of World Literature II (3 cr.)

Examines major works of world literature from the 17th century to the present era. Emphasizes both the global development of literary forms and their unique expressions within individual cultural contexts. Examines the social and historical influences on literary texts. ENG 252 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or approval by the English department head. ENG 251 and ENG 252 may be taken out of order. Lecture 3 hours per week.

ENG 273 Women in Literature I (3 cr.)

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

ENG 274 Women in Literature II (3 cr.)

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

HLT 230 Principles of Nutrition and Human Development (3 cr.)

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

MTH 240 Statistics (3 cr.)
Presents an overview of statistics; including, descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. Prerequisite and successful completion of MTH 163 or MTH 166 or equivalent. Placement recommendation for MTH 240 will not be awarded for both MTH 240 and MTH 241. Lecture 3 hours per week.

MUS 121 Music Appreciation I (3 cr.)
Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth-century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

PHI 220 Ethics (3 cr.)
Provides a systematic study of representative ethical systems. Prerequisite: Placement in ENG 111 or placement in corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

PSY 200 Principles of Psychology (3 cr.)
Surveys the basic concepts of psychology. Covers the scientific study of behavior and mental processes, research methods and measurement, theoretical perspectives, and application. Includes biological bases of behavior, learning, social interactions, memory, and personality; and other topics such as sensation, perception, consciousness, thinking, intelligence, language, motivation, emotion, health, development, psychological disorders, and therapy. Prerequisite: Placement in ENG 111 or placement in corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

PSY 230 Developmental Psychology (3 cr.)
Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person's physical, cognitive, and psycho-social growth. Prerequisite: Placement in ENG 111 or placement in corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

REL 231 Religions of the World I (3 cr.)
Introduces students to the religions of the world with attention to origin, history, and doctrine. Focuses on the development of systems of faith in various human cultures, with a concentration on Eastern religions. Introduces the academic study of religion, issues of faith, and specific world religions. Examines the historical evolution, the fundamental doctrines and beliefs, and the practices, institutions, and cultural expressions of these religious traditions. Also deals with some of the essential differences and similarities that exist among each religious tradition, and points to the uniqueness of each of them. Prerequisite: Placement in ENG 111 or placement in corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

REL 232 Religions of the World II (3 cr.)
Introduces students to the religions of the world with attention to origin, history, and doctrine. Focuses on the development of systems of faith in various human cultures, with a concentration on the rise of the monotheistic faiths and the distinction between primal or "oral' religions and "historical' religions. Introduces the academic study of religion, issues of faith, and specific world religions. Examines the historical evolution, the fundamental doctrines and beliefs, and the practices, institutions, and cultural expressions of these religious traditions. Also deals with some of the essential differences and similarities that exist among each religious tradition and points to the uniqueness of each of them. Prerequisite: Placement in ENG 111 or placement in corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

REL 233 Introduction to Islam (3 cr.)
Studies Islam in its historical, religious, and political dimensions and assists in the understanding of its contemporary vitality and attraction as a faith, a culture, and a way of life. Prerequisite: Placement in ENG 111 or placement in corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

REL 240 Religions in America (3 cr.)
Surveys various manifestations of religion in the American experience. Emphasizes concepts, problems, and issues of religious pluralism and character of American religious life. Examines the role of religion in America with particular emphasis on religion in contemporary America. Includes the history, beliefs, and practices of the world's major religions in America, as well as an examination of new religious developments. Examines the relationship between American religion and American identity, the rise of civil and cultural religion, and the role of religion in public policy and American culture. Prerequisite: Placement in ENG 111 or placement in corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

REL 255 Selected Problems and Issues in Religion: Women and the Bible (3 cr.)
Introduces students to the portrayal of women in the Bible. Examines, through selected Biblical texts, the role and depiction of women within this text. Studies the impact of scriptural writing on the role of women in the Western world through the lens of feminist scholars. Students are asked to think critically about the texts and the issues raised by feminist perspectives and to analyze the impact of the Bible on women today and society as a whole. Prerequisite: Placement in ENG 111 or placement in corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

SOC 200 Principles of Sociology (3 cr.)
Introduces fundamentals of social life. Presents significant research and theory in areas; such as, culture, social structure, socialization, deviance, social stratification, and social institutions. Prerequisite: Placement in ENG 111 or placement in corequisites ENG 111 and ENF 3. Lecture 3 hours per week.

pre-licensure

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

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

PREREQUISITE(S)	BSMCON PRE-LICENSURE NURSING COURSES	COREQUISITE
English Composition I & II Introduction to Psychology Developmental Psychology Biology I & II Introduction to Sociology	NUR 1100 NUR 2101	Anatomy & Physiology I Nutrition Microbiology
All courses noted above **plus** Anatomy & Physiology I Nutrition Microbiology NUR1100, 2101	NUR 2102 NUR 2103	Anatomy & Physiology II Ethics Statistics* Fine Art elective* Literature elective* Religion elective*
All courses noted above **plus** Anatomy & Physiology II Ethics NUR2102, 2103 Statistics* Fine Art elective* Literature elective* Communication elective* Religion elective*	**JUNIOR YEAR, SEMESTER 1** NUR 3104, 3111, 3111P, 3113 3121 PHR 3101	The courses noted in each of the semesters represented in the middle column must all be completed before progressing to the next semester of nursing courses.
NUR 3104, 3111, 3111P, 3113 3121 PHR 3101	**JUNIOR YEAR, SEMESTER 2** NUR 3112, 3112P, 3114, 3114P 3140 PHR 3102	NUR 3111 and NUR 3112 must be taken with the associated PHR 3101 and PHR 3102 course NUR 3104 must be taken with or prior to NUR 3111P All practica must be taken with or after the associated didactic course
NUR 3112, 3112P, 3114, 3114P 3140 PHR 3102	**SENIOR YEAR, SEMESTER 1** NUR 4111, 4111P, 4113, 4114, 4115, 4115P, 4122	
NUR 4111, 4111P, 4113, 4114, 4115, 4115P, 4122	**SENIOR YEAR, SEMESTER 2** NUR 4142, 4143, 4144, 4145	
Nursing Elective		
	NUR 3133	NUR 2102, NUR 2103

*Courses noted with an asterisk (*) may be taken at any time in the first two years of the BSN program, but must be completed prior to beginning the 3000 level nursing courses.

sample pre-licensure BSN curriculum plan

FRESHMAN YEAR – SEMESTER 1	CREDITS
English Composition I	3
General Psychology	3
Communication Elective*	3
Biology I	4
Fine Art Elective*	3
Total Credits	**16**

FRESHMAN YEAR – SEMESTER 2	CREDITS
English Composition II	3
Developmental Psychology	3
Sociology	3
Biology II (must be taken in sequence)	4
Anatomy & Physiology I	4
Total Credits	**17**

SOPHOMORE YEAR – SEMESTER 1	CREDITS
Nutrition	3
Anatomy & Physiology II	4
Microbiology	4
NUR 1100 Foundations of Nursing	2
NUR 2101 Professional Nursing Concepts	3
Total Credits	**16**

SOPHOMORE YEAR – SEMESTER 2	CREDITS
Statistics*	3
Literature Elective*	3
Ethics	3
Nursing 2102 Lifespan Health Assessment & Clinical Prevention	4
NUR 2103 Competencies for Nursing Practice I	2
Religion Elective*	3
Total Credits	**18**

JUNIOR YEAR – SEMESTER 1	CREDITS
NUR 3111 Adult Nursing Science I	3
NUR 3111P Adult Nursing Science I Practicum	3
PHR 3101 Pathopharmacology I	3
NUR 3121 Nursing Informatics	2
NUR 3113 Vulnerable Populations & Global Health	2
NUR 3104 Competencies for Nursing Practice II	2
Total Credits	**15**

JUNIOR YEAR – SEMESTER 2	CREDITS
NUR 3112 Adult Nursing Science II	3
NUR 3112P Adult Nursing Science II Practicum	3
PHR 3102 Pathopharmacology II	3
NUR 3114 Mental Health and Mental Illness Nursing	2
NUR 3114P Mental Health & Mental Illness Nursing Practicum	2
NUR 3140 Professional Role Development: Contemporary Issues	2
Total Credits	**15**

SENIOR YEAR – SEMESTER 1	CREDITS
NUR 4111 Nursing Care of Women & Childbearing Families	2
NUR 4111P Nursing Care of Women & Childbearing Families Practicum	2
NUR 4115 Nursing Care of Children & Families	2
NUR 4115P Nursing Care of Children & Families Practicum	2
NUR 4113 Gerontological Concepts & Issues	2
NUR 4114 Metaphysical Nursing	2
NUR 4122 Nursing Research	3
Total Credits	**15**

SENIOR YEAR – SEMESTER 2	CREDITS
NUR 4142 Synthesis for Nursing Practice	3
NUR 4143 Clinical Immersion	5
NUR 4144 Professional Role Development: Servant Leadership	2
NUR 4145 NCLEX Review	2
Total Credits	**12**

TOTAL CREDITS NEEDED TO GRADUATE	**124**

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

pre-licensure nursing course descriptions

NUR 1100 Foundations of Nursing Scholarship
Introduces the student to selected concepts of nursing including professional standards, the philosophy and scope of nursing, the history of nursing, nursing theory, Watson's caring, Carper's ways of knowing, scholarship and evidence-based practice, healthcare organizational structure, Bon Secours values and the Catholic healthcare ministry, servant leadership, and professionalism and lifelong learning. Students in this course will have the opportunity to participate with a community partner in a service learning activity that will complement the course objectives.

NUR 2101 Professional Nursing Concepts
Introduces the student to the basic concepts of patient-centered care, safety, health, communication, education, basic physical and psychosocial needs, critical thinking, nursing process, interprofessional collaboration and conflict resolution. At completion of the course students will be able to apply the principles learned and generate a plan of care using the nursing process.

NUR 2102 Lifespan Health Assessment and Clinical Prevention
Builds upon the foundational nursing and liberal education in the sciences and the arts to apply the knowledge, skills, and attitudes of health assessment and clinical prevention to nursing practice. The student will identify health assessment and clinical prevention as foundational to safe, quality, ethical, legal, moral, and professional nursing care. Through a body systems approach, the student nurse will discover a means to collect and interpret data that includes the holistic view, genetics and genomics, and common laboratory and diagnostic tests to formulate clinical judgment and nursing diagnosis about the individual's health state, response to actual or potential problems, life processes, or higher levels of wellness. The nursing student will apply principles from Healthy People 2010/2020, Agency for Healthcare Research and Quality (AHRQ) Clinical Preventive Guidelines, and other national standards to promote primary, secondary, and tertiary prevention. The student will appreciate self-care as foundational to servant leadership and will utilize caring theory in their approach to health assessment and clinical prevention.

NUR 2103 Competencies for Nursing Practice I
Facilitates performance of basic nursing skills in the laboratory and clinical settings. Students will focus on the psychomotor performance based on basic professional nursing skills such as hand washing, client hygiene, wound care, preparation and maintenance of a sterile field, nutritional assessment and management, assessment and modes of maintaining adequate oxygenation, and medication administration.

NUR 3104 Competencies for Nursing Practice II
Facilitates performance of nursing skills in the laboratory and clinical settings. Students will focus on the psychomotor performance based on foundational nursing knowledge, skills, and attitudes. Students will learn intermediate and advanced nursing skills such as venipuncture, IV therapy, Patient Controlled Analgesia (PCA), Total Parenteral Nutrition (TPN), Central Venous Access Devices (CVAD), airways and suctioning, mechanical ventilation, blood transfusions, electrocardiogram (EKG) and telemetry, chest tubes (CT), peritoneal dialysis (PD), pre- and post-op care, and end of life care.

NUR 3111 Adult Nursing Science I
Introduces the students to patient-centered care across the healthcare continuum with an emphasis on clinical prevention, health promotion, heath restoration, and health maintenance of adults. This course will focus on alterations in homeostasis secondary to fluid and electrolyte imbalance, ventilation and oxygen transport problems, perfusion compromise, genitourinary dysfunction, and endocrine disorders. Adult Nursing Science I will draw on knowledge gained in liberal education and will be aligned with Pathopharmacology I and Adult Nursing Science I Practicum for application of knowledge, skills, and attitudes learned during the course.

NUR 3111P Adult Nursing Science I Practicum
Allows students to apply knowledge, skills, and attitudes regarding the holistic care of adults across the healthcare continuum. Students have the opportunity to provide nursing care to clients with common acute and chronic health problems in primary, secondary, and tertiary settings. This practicum is aligned with Adult Nursing Science I and Pathopharmacology I.

NUR 3112 Adult Nursing Science II
Continues to emphasize patient-centered care across the healthcare continuum with an emphasis on clinical prevention, health promotion, health restoration, and health maintenance of adults. This course will focus on alterations in homeostasis secondary to care of the perioperative client, in addition, to the client with altered immune disorders, gastrointestinal disorders, movement and coordination disorders, and multisystem organ dysfunction. Adult Nursing Science II will draw on knowledge gained in liberal education and previous nursing courses. This course is aligned with Pathopharmacology II and Adult Nursing Science II Practicum for application of knowledge, skills, and attitudes learned during the course.

NUR 3112P Adult Nursing Science II Practicum
Allows students to continue to build the knowledge, skills, and attitudes regarding the essential holistic care of adults across the healthcare continuum. Students have the opportunity to provide nursing care to clients with common acute and chronic health problems in primary, secondary, and tertiary settings. This practicum is closely aligned with Adult Nursing Science II and Pathopharmacology II.

NUR 3113 Vulnerable Populations and Global Health

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

NUR 3114 Mental Health and Mental Illness Nursing

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

NUR 3114P Mental Health and Mental Illness Nursing Practicum

Focuses on the practice of therapeutic communication and evidence-based practice in the care of clients with mental health and mental illness concerns at primary, secondary, and tertiary preventative levels of care. Emphasis is placed on the holistic application of biopsychosocial, behavioral, and communication theories. The nursing process guides nursing care, with emphasis on a collaborative, interprofessional, and client-centered approach. Students will perform psychosocial assessments, lead therapeutic groups, provide mental health education, and provide direct care to mentally ill clients. Students will participate and reflect on a service learning activity.

NUR 3121 Nursing Informatics

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

NUR 3140 Professional Role Development: Contemporary Issues

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

NUR 4111 Nursing Care of Women and Childbearing Families

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

NUR 4111P Nursing Care of Women and Childbearing Families Practicum

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

NUR 4113 Gerontological Concepts and Issues

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

NUR 4114 Metaphysical Nursing

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

NUR 4115 Nursing Care of Children and Families

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

NUR 4115P Nursing Care of Children and Families Practicum

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

NUR 4122 Nursing Research

Provides foundational knowledge of nursing research and application of evidence-based practice. Students will acquire skills related to reading and critiquing both qualitative and quantitative research and completing a comprehensive literature review.

NUR 4142 Synthesis of Nursing Practice

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

NUR 4143 Clinical Immersion

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

NUR 4144 Contemporary Role Development: Servant Leadership

Provides an overview of leadership styles with an emphasis on servant leadership. Students explore their own leadership capabilities and explore servant leadership within the Bon Secours Health System. This course builds upon Professional Role Development: Contemporary Issues and previous nursing courses through advanced discussions of leadership, management, delegation, accountability, career management, and lifelong learning.

NUR 4145 NCLEX Review

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

NUR 3133 Global Outreach for Mission Trip

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

PHR 3101 Pathopharmacology I

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

PHR 3102 Pathopharmacology II

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

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

post-licensure — RN–BSN

The RN–BSN program is offered in one mode: asynchronous online. The program can be completed in as few as three semesters and requires 124 credit hours to complete. Thirty-five credits are granted after successful completion of NUR 3200 for prior nursing education. Upon completion of the program, a Bachelor of Science in Nursing (BSN) is awarded.

All courses must be attempted according to the time frame designated in the curriculum plan. The RN–BSN program courses are taught online within a 15 week semester, plus an examination week, as well as a 10 week summer session, unless otherwise noted. All but 15 credits of general education courses must be taken prior to admission into the RN–BSN program.

The required prerequisites/co-requisites for post-licensure BSN courses for students admitted prior to Fall 2014 are as outlined in the following table:

PREREQUISITE(S)	BSMCON POST-LICENSURE NURSING COURSES	COREQUISITE
Acceptance to RN-BSN program track	NUR 3204, 3200, 3202, 3203	
NUR 3204	NUR 4212, 4213, 4214, 4221	
Statistics	NUR 4222, 4244	

post-licensure – sample RN-BSN curriculum plan for students before Fall 2014

GENERAL EDUCATION REQUIREMENTS	CREDITS
English Composition I & II	6
Introduction to Psychology	3
Developmental Psychology	3
Biology I & II	8
Introduction to Sociology	3
Anatomy & Physiology I	8
Anatomy & Physiology II	3
Nutrition	4
Microbiology	3
Ethics	3
Statistics	3
Fine Art elective	3
Literature elective	3
Religion elective	3
Communication elective	
Total Credits	**56**
Semester 1	Credits
NUR 3200 Transition and Validation of Nursing Scholarship	5
NUR 3202 Integrated Health Assessment	3
NUR 3203 Application of Pharmacology	3
NUR 3204 Orientation to Distance Learning	1
Total Credits	**12**
Experiential Learning as an RN (after successful completion of NUR 3200)	**35**
Semester 2	
NUR 4212 Quality and Safety in Nursing Practice	4
NUR 4213 Clinical Prevention and Population Health	4
NUR 4214 Ethics in Nursing Practice	3
Total Credits	**11**
Semester 3	
NUR 4221 Nursing Informatics for RNs	3
NUR 4222 Nursing Research for RNs	3
NUR 4244 Servant Leadership and Healthcare Management	4
Total Credits	**10**
Total Program Credits	**124**

*Post-licensure students may receive transfer credit for Microbiology and Nutrition through NLN proficiency testing.

post-licensure RN–BSN track (online) nursing course descriptions for students before Fall 2014

NUR 3200 Transition and Validation of Nursing Scholarship

Focuses on providing a foundation for the success of the student. It builds upon foundational knowledge from the liberal arts, sciences, humanities, and the student's nursing education and experience to provide a bridge to professional advancement in nursing practice. The course introduces the student to Bon Secours values, the Catholic health care ministry, servant leadership, tools for scholarship, the worldviews of nursing, nursing theory, and life-long learning. Students will demonstrate use of available tools for scholarship. Role transition and professional socialization in various nursing settings are also a focus.

NUR 3202 Integrated Health Assessment

Focuses on providing an opportunity for the synthesis of knowledge previously acquired in both nursing education and practice experiences. Advanced nursing topics including integrated health assessment (both physical and holistic assessment), prioritization, and management of patient care will be emphasized.

NUR 3203 Application of Pharmacology

Focuses on the integration and application of pharmacologic principles and concepts throughout the lifespan. Principles of professional practice, evidence-based practice, and interprofessional communication are also discussed to promote patient safety and patient outcomes.

NUR 3204 Orientation to Distance Learning

Focuses on providing a foundation for the success of the student in distance education. Introduces the student to APA format, course delivery tools and methodology, communication tools, netiquette, e-library, and student responsibilities within distance education.

NUR 4212 Quality and Safety in Nursing Practice

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

NUR 4213 Clinical Prevention and Population Health

Focuses on primary, secondary, and tertiary clinical prevention and strategies. Risk reduction, health promotion and disease and case management of individuals, families, and communities are addressed. Using a global perspective, population health is explored by analyzing health disparities and identifying common health issues facing vulnerable populations.

NUR 4214 Ethics in Nursing Practice

Focuses on ethical principles which impact professional nursing practice. The role of the baccalaureate prepared nurse generalist is highlighted, including the role of the nurse on multidisciplinary ethics committees. Ethical philosophies/models are applied to nursing practice. Ethical terms, obligations, issues, and standards are explored.

NUR 4221 Nursing Informatics

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

NUR 4222 Nursing Research for RNs

Focuses on providing foundational knowledge of nursing research and its use in evidence-based practice. Basic research principles are explored and both qualitative and quantitative research are critiqued and applied while utilizing fundamental statistical knowledge.

NUR 4244 Servant Leadership and Healthcare Management

Focuses on the principles of managing, leading, and servant leadership in healthcare organizations. Managing healthcare productivity, change in the healthcare environment, communication, time management, and problem-solving are emphasized. Characteristics of servant leadership provide the course foundation.

post-licensure RN-BSN

The required prerequisites/co-requisites for post-licensure BSN courses for students **admitted in the Fall 2014** or after are as outlined in the following table:

PREREQUISITE(S)	BSMCON POST-LICENSURE NURSING COURSES	COREQUISITE
Admission to the Program	NUR 3208 Orientation to Online Learning NUR 3240 Transition to Professional Practice NUR 3205 Advancing Nursing Practice NUR 3206 Quality and Safety I NUR 3207 Quality and Safety II	
NUR 3208 Orientation to Online Learning NUR 3240 Transition to Professional Practice	NUR 4241 Servant Leadership NUR 4240 Business of Health Care in Complex Systems Nursing Elective	
NUR 3208 Orientation to Online Learning NUR 3240 Transition to Professional Practice NUR 3205 Advancing Nursing Practice	NUR 4215P Vulnerable Populations and Global Health Practicum	NUR 4215 Vulnerable Populations and Global Health
NUR 3208 Orientation to Online Learning NUR 3240 Transition to Professional Practice Statistics	NUR 4222 Nursing Research	
	NUR 4242 Synthesis	Course must be taken in last semester of RN-BSN curriculum

post-licensure – sample RN-BSN curriculum plan for students **starting fall 2014**

GENERAL EDUCATION REQUIREMENTS	CREDITS
Refer to NUR 3.01	
Total Credits	**56**
Semester 1	Credits
NUR 3208 Orientation to Online Learning NUR 3240 Transition to Baccalaureate Nursing NUR 3205 Advancing Nursing Practice NUR 3206 Quality and Safety in Nursing Practice I NUR 3207 Quality and Safety in Nursing Practice II	1 3 4 2 2
Total Credits	**12**
Semester 2	
NUR 4215 Vulnerable Populations and Global Health NUR 4222 Nursing Research NUR 4240 Business of Health Care in Complex Systems	4 3 4
Total Credits	**11**
Semester 3	
NUR Nursing Elective NUR 4242 Synthesis of Nursing Practice NUR 4241 Servant Leadership NUR 4215P Vulnerable Populations and Global Health Practicum	2 3 4 1
Total Credits	**10**
Experiential Learning as an RN (after successful completion of NUR 3205)	**35**
Total Program Credits	**124**

*Post-licensure students may receive transfer credit for Microbiology and Nutrition through NLN proficiency testing.

post-licensure RN–BSN track (online) nursing course descriptions for students starting Fall 2014

NUR 3208 Orientation to Online Learning 1 credit
This course serves to orient the online student with the offices and services available at Bon Secours while introducing the technologies available and expectations of online students. Students can expect to learn academic and behavioral expectations, APA format, course delivery tools and methodology, communication tools, netiquette, e-library, while providing a foundation for the success of the student in online education.

NUR 3205 Advancing Nursing Practice 4 credits
This course expands the registered nurse's knowledge and skills in health, health assessment, psychomotor skills, genetics and genomics, and pharmacology across the lifespan to enhance clinical reasoning and clinical judgment skills. The course will also cover relevant new concepts including geriatric syndromes, palliative and end-of-life care, and complementary and alternative therapies. The student will incorporate clinical reasoning and clinical judgment to transition into a designer/manager/coordinator of cutting edge current nursing care. Successful completion of this course will award the student an additional 35 credits for previous accredited nursing education.

NUR 3240 Transition to Baccalaureate Nursing 3 credits
This course facilitates the initial evolution of the registered nurse's knowledge, skills, and attitudes to professional advancement in baccalaureate education. This course builds on the registered nurse's previous experience and education to emphasize professionalism, scholarship, worldviews of nursing, lifelong learning, as well, as the Bon Secours values, Catholic health ministry, caring theory, and servant leadership.

NUR 3206 Quality and Safety in Nursing Practice I 2 credits
Quality and Safety in Nursing Practice I focuses on the development of core Quality and Safety in Nursing Education (QSEN) competencies. Designing safe, quality care and promoting patient outcomes are the primary focus. The QSEN competencies of safety, teamwork and collaboration, and informatics are detailed.

NUR 3207 Quality and Safety in Nursing Practice II 2 credits
Quality and Safety in Nursing Practice II focuses on the development of core Quality and Safety in Nursing Education (QSEN) competencies. Designing safe, quality care and promoting patient outcomes are the primary focus. The QSEN competencies of quality improvement, patient centered care and evidence based practice are detailed.

NUR 4215 Vulnerable Populations and Global Health 4 credits
This course synthesizes concepts of clinical prevention, global and transcultural health through theoretical frameworks, analysis of health policies, determinants and practices within interprofessional constructs. The student will utilize knowledge from previous courses for the purpose of optimizing the wellness of communities under the umbrella of social justice, compassion, stewardship, growth, professional values and servant leadership.

NUR 4222 Nursing Research for RNs 3 credits
This course focuses on providing foundational knowledge of nursing research. Basic research principles are explored and both qualitative and quantitative research are critiqued and applied while utilizing fundamental statistical knowledge. This course prepares the student to share evidence of best practices with the interprofessional team.

NUR 4215P Vulnerable Populations and Global Health Practicum 1 credit
The course focuses on experiential learning, reflective practice and attainment of individual goal-directed outcomes in a community based setting that complements the RN to BSN student's practice experience. This experience will facilitate strengthening the skills of the baccalaureate nurse generalist in conjunction with a focus on vulnerable populations and global health.

NUR 4240 Business of Health Care in Complex Systems 4 credits
This course focuses on health care policies, including financial and regulatory, that directly and indirectly influence the nature and functioning of the health care system and thereby are important considerations in professional nursing practice.

NUR 4241 Servant Leadership 4 credits
Servant Leadership course focuses on the concepts of contemporary trends in leadership, development of self, change management in care delivery systems, and communication skills necessary to influence behaviors. This course will explore spirituality and practice in contemporary health care.

NUR 4242 Synthesis of Nursing Practice 3 credits
This course provides the student the opportunity to synthesize nursing knowledge and professional role implementation through completion of a profession e-portfolio. The student will complete a change project that addresses an actual problem using an evidence-based process while practicing their servant leadership skills.

Electives: 2 credits

NUR 3133 Global Outreach for Mission Trip 2 credits

NUR 4230 Nursing Independent Study 2 credits
The purpose of an independent study in nursing is to provide the student with an opportunity to pursue an area of interest in depth. In collaboration with a faculty member, the student will formulate his or her own learning objectives, determine the specific approaches to meet and evaluate those objectives.

NUR 4231 Nursing Informatics 2 credits
Nursing Informatics focuses on technology in healthcare. Concepts of nursing informatics are synthesized with the knowledge, skills, and attitudes necessary for safe and effective care of patients. The QSEN competency of informatics is emphasized. Content includes basic computer and communication technology, networking software, databases, and their management, healthcare information systems, the World Wide Web, and electronic medical records.

general education requirements for post-licensure RN-BSN track

The following 56 credits of general education courses based on four categories are required for students with an associate's degree or diploma in nursing. Students are required to have completed a minimum of 41 credits of the required course work in each of the four categories prior to enrollment. These requirements become effective for students beginning Fall 2014.

Cluster 1: Social Consciousness (minimum of 9 credits)

Elective coursework can include: History, Religion, Business, Economics, Psychology, Sociology, Political Science, Women's Studies, Anthropology, Public Policy

- Psychology*
- Human Growth & Development*
- Elective

Cluster 2: Creative Aesthetic (minimum of 9 credits)

Elective coursework can include: Fine Arts, Graphic Arts, Dance, Photography, Music, Philosophy, Ethics, Literature, Classics, Creative Writing

- Elective
- Elective
- Elective

Cluster 3: Analytical Competencies (minimum of 15 credits)

Elective coursework can include: Biology, Chemistry, Physics, Lab Science, Natural Science, Ecology, Nutrition, Math

- Microbiology*
- Anatomy & Physiology I*
- Anatomy & Physiology II*
- Statistics*

Cluster 4: Connectiveness (minimum of 9 credits)

Elective coursework can include: Communication, Public Speaking, Foreign Language, Medical Terminology, Computer Literacy

- English I*
- English II*
- Elective

*Required course

Additional elective credits can be from any of the four categories above but must equal a total of 56 credits.

Post-licensure (RN-BSN) students with a bachelor's degree from an accredited college or university in another discipline will be considered to have met all of the general education requirements for the BSN with the exception of the following courses:

- Human Growth & Development (3 credits)
- Microbiology (4 credits)
- Anatomy & Physiology with labs (6-8 credits)
- Statistics (3 credits)

All general education course work must be completed prior to or concurrently with the final required nursing course(s).

technology requirements

The technology requirements below are required for students in the RN to BSN track and are recommended for the students in the BSN track. All students are expected to have basic skills using Microsoft Office, including Word and PowerPoint; email; saving attachments; and transferring files. Internet access is required to participate in online components for RN to BSN courses. All students will be issued a BSMCON email account once accepted into the program.

Students seeking assistance with email, password issues and ConnectCare should contact the Help Desk at eISSC@bshsi.org. For Blackboard Student Support call 1-888-280-2345. Complete information regarding technology, including information on Netiquette, personal IT products, Blackboard support and browsers, and SONISweb, please visit bsmcon.edu/students/technology-support.

PREPARING YOUR PC; COMPUTER REQUIREMENTS

a. Minimum Hardware Requirements

• CPU Intel i3 processor or AMD equivalent 64-bit processor

• Hard Drive 320 GB minimum

• Screen 15.6 inch diagonal display (1024x768), 32 bit color

• Internet Connection Ethernet or wireless

• Battery Life 4 hour minimum

• Peripherals Sound card and speakers

• PC compatible headset with microphone

• Video recording capability

• Printer

b. Storage

• Memory 4 GB RAM minimum

• CD-ROM, USB flash drive or external hard drive

c. Operating System

• Windows (32 or 64 bit) Windows Vista, Windows 7, Windows 8 or Windows 8.1
  * Windows XP 32 bit also supported

• Mac OSX 10.6 (Snow Leopard), 10.7 (Lion), or 10.8 (Mountain Lion)

d. Web Browsers – for PC or Mac

• Mozilla Firefox 4.0 and up supported (download latest version: http://www.mozilla.org/en-US/firefox/new/)

• Google Chrome 23 and up supported (download latest version: https://www.google.com/intl/en/chrome/browser/)

• Internet Explorer 8, 9, 10 or 11 (download here: http://windows.microsoft.com/en-us/internet-explorer/download-ie)

• Safari 4, 5 (5.1), or 6 for Mac OSx (download here: http://support.apple.com/downloads/#safari)

* Browser must allow JavaScript, have Java 7 installed & enabled, allow cookies, and allow pop-ups from Blackboard.com.
* Mobile web browsers are not compatible with Blackboard.

e. Recommended Software Applications Free

• Java 7: http://www.java.com/en/download/

• Adobe Reader: http://get.adobe.com/reader/

• Adobe Flash Player: http://get.adobe.com/flashplayer/

• Apple QuickTime: http://www.apple.com/quicktime/download/

admissions/ readmissions

admissions

To be eligible for admission to the College of Nursing in any published year, the application and all required materials must be received by the published deadlines. Admission to the pre-licensure BSN track occurs twice a year, in the fall and spring semesters. The Office of Admissions submits all completed pre-licensure applications to the Admission and Progression Committee for decision and approval.

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

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

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

Pre-licensure Track Admission Requirements

- Graduation from an accredited high school with a 2.0 GPA or higher or GED certificate

- Achievement of a cumulative grade point average of 2.5 or greater in all college courses attempted

- Provision of official transcripts from high school, the Graduate Education Development (GED) program, and all post-secondary schools/colleges/universities attended

- Notice to the College of any convictions or present indictment for any felony or misdemeanor offense other than traffic violations that have not been expunged

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

  - English I (3 credits)
  - English II (3 credits)
  - Biology I (4 credits)
  - Biology II (4 credits)
  - Developmental Psychology (3 credits)
  - Introduction to Psychology (3 credits)
  - Introduction to Sociology (3 credits)

For transfer credit guidelines refer to policy ADM 3.10.

- Completion of the Test of Essential Academic Skills (TEAS). This test may be scheduled with the Office of Admissions once the online application has been submitted

- Two letters of reference are required from professional contacts only. References from relatives and friends are not accepted. Ideally, references should be obtained from two (2) of the following: a teacher, an employer, and/or a volunteer experience, preferably in a health care setting. Areas addressed in the reference form are: intelligence, initiative, reliability, cooperation, adaptability, emotional control, communication skills, and work habits. The applicant must strictly follow the requirements of this section regarding who is asked to complete the reference. Any applicant who has previously enrolled in or is currently enrolled in a College of Nursing is required to provide a letter from the director of the program verifying academic standing and clinical competence.

- An essay that addresses the following questions succinctly in 2 double-spaced pages or less:

  - Why are you interested in nursing?
  - Which Bon Secours value do you most identify with and why? (Respect, Stewardship, Compassion, Justice, Integrity, Quality, Innovation, Growth)
  - Describe your personal vision of how you plan to impact the profession of nursing.

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

- Attend "New Student Orientation" and Curriculum Planning session.

- Submit clinical compliance requirements as stated in policy NUR 1.03.

Post-licensure Track Admission (RN to BSN) Requirements

- Graduation from an accredited registered nursing program in the U.S., either diploma or associate's degree.

- Valid unrestricted license to practice registered nursing in the U.S.

- Successful completion of all but fifteen (15) or fewer credit hours of the general education courses required for the BSN.

readmissions

A student who was dismissed from the nursing program may apply for readmission. The student must show evidence that he or she has progressed toward resolving problems that resulted in the dismissal. The applicant must meet any admission requirements established during his/her absence.

A student may only apply once for readmission. In order to be considered for readmission, a student must submit:

- A completed readmission packet with a personal statement demonstrating insight into reasons for his/her previous dismissal and a detailed plan for success

- Any additional information relevant to a particular student's situation as requested.

Completion of these requirements is not a guarantee of readmission. Students accepted for readmission must adhere to the nursing progression policy (NUR 2.02).

attendance

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

A student who wishes to observe a religious holiday that conflicts with class or clinical responsibilities must provide written advance notice to the instructor at the beginning of the semester. The student is responsible for all material covered and assignments made during such absences. Clinical hours missed due to religious observance are included in the maximum allowable time that can be missed.

Refer to NUR 3.05 Attendendance and Tardiness.

clinical compliance requirements

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

general requirements

- Nursing students are expected to comply with all policies and procedures governing nursing practice in the practicum agency or institution, including policies and procedure regarding hazardous material, standard precautions and health requirements.

- HIPAA – Health Insurance Portability and Accountability Act "The Department of Health and Human Services and all other health care agencies must insure their customers (i.e. clients, insured individuals, providers and health plans) that the integrity, confidentiality, and availability of electronic protected heath information that they collect, maintain, use or transmit is protected." A module on HIPAA is one of the required HealthStream modules assigned to the students that must be completed prior to entering the clinical setting.

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

professional liability insurance

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

entrance requirements

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

- Health Requirements (set forth by the Centers for Disease Control (CDC), Code of Virginia and OSHA)
  - Health Assessment: Upon Entry
    A health assessment/history by medical personnel must be completed, indicating ability to perform the essential functions of a student nurse. Students must provide additional documentation as necessary.
  - Tetanus/Diphtheria/Pertussis (Tdap): Upon Entry
    Tdap vaccine within the past 10 years
  - Measles, Mumps, Rubella (MMR): Upon Entry
    2 doses of vaccine or Immune titer indicating immunity

- Hepatitis B: Upon Entry
Initiation of the 3 dose series of Hepatitis B vaccine and a post-vaccination titer 1-2 months following last immunization. If post-vaccination titer does not indicate immunity, the student will sign a waiver acknowledging their non-immune status to Hepatitis B and will be referred to their health care provider. The student and their health care provider will make the decision whether to give a Hepatitis B booster vaccination and then re draw the serum titer in 4-6 weeks, or to begin the 3 vaccination Hepatitis B series again.

    If Hepatitis B series has been completed prior to admission, only a titer indicating immunity is required. If the student has proof of immunization and a negative titer, the student will sign a waiver acknowledging their non-immune status to Hepatitis B and will be referred to their health care provider. The student and their health care provider will make the decision whether to give a Hepatitis B booster vaccination and then re draw the serum titer in 4-6 weeks, or to begin the 3 vaccination Hepatitis B series again.

- Tuburculosis (TB) Screening: Upon Entry
In accordance with the CDC guidelines and the VDH guidelines, newly admitted students must be tested for TB. Use of an IGRA (Interferon Gamma Release Assay) blood test for this purpose is recommended. The two FDA-approved IGRAs available for use in the United States are QuantiFERON Gold IN-Tube and T-SPOT-TB. If Tuberculin Skin Test (TST) antigen is used, 2-step baseline testing is required. A 2-step TST is defined as 2 negative TSTs given within 1 week to 12 months of each other.

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

- Tuberculosis (TB) Screening: Annual
All students must complete and submit the TB Screening Questionnaire Form in compliance with annual clinical documentation deadlines. This form is available from the vendor who is maintaining immunization data.

- Drug Screen: Upon Entry
All students are required to submit to a urine drug test. Students with positive drug screens will be denied acceptance into the College.

- Criminal Background Check: Upon Entry/Annual

- Virginia Child Protective Services Investigation: Upon Entry
Students are required to submit the completed form. This form must be notarized.

- Minors: Upon Entry
Students who are minors (under 18 years of age) must provide the College of Nursing with written parental or guardian consent for emergency medical and surgical care, upon entry into the program, should it be needed at a later time.

- Basic Life Support Certification
Upon Entry/Biennial Students must provide current certification in Basic Life Support (BLS) upon entry to the College. Basic Life Support certification must be obtained through:
    - American Heart Association (AHA) BLS for the Healthcare Provider
    - American Red Cross (ARC) CPR/AED for the Professional Rescuer
    - American Safety & Health Institute (ASHI) CPR Pro

- Basic Life Support Certification: Biennial
Students must provide current certification in Basic Life Support (BLS) for healthcare providers course upon entry to the College and then biennially thereafter. Online courses without demonstration components are not acceptable. The College offers the opportunity for students to fulfill this requirement through the HeartCode program. It is the student's responsibility to make arrangements for BLS re-certification as needed.

- HealthStream Requirements: Upon Entry/Annual
Required learning modules are posted to students' HealthStream accounts. Students are responsible for completing assigned modules by the deadline. Entering students will be provided with instructions on how to access HealthStream during new student orientation.

pre-licensure continuing student requirements

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

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

- Tuberculosis (TB) Screening: Annual
  All students must complete and submit the **TB Screening Questionnaire Form** in compliance with annual clinical documentation deadlines. This form is available from the vendor who is maintaining immunization data.

- Criminal Background Check: Annual

- HealthStream: Annual
  Continuing students are required to complete HealthStream modules annually. Students are responsible for checking their HealthStream accounts on a regular basis for newly assigned modules.

- Point of Care Testing (POCT):Beginning in NUR 2103 (initial, 6 months, 6 months, 12 months)
  Students who have successfully participated in the documented initial training and competency program will be permitted to perform POCT in the clinical environment. All students are assessed at 6 months following initial training and competency and then again 6 months later. Following the second 6 month assessment, students will be recertified for POCT on an annual basis. Failure to complete 6-month and annual competency classes will result in loss of POCT privileges in the clinical environment and may result in an inability to participate in clinical experiences. Students who are employed by Bon Secours may recertify POCT at work.

POST-LICENSURE STUDENTS

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

GENERAL REQUIREMENTS

Nursing students are expected to comply with all policies and procedures governing nursing practice in the practicum agency or institution, including policies and procedure regarding hazardous material, standard precautions and health requirements.

- HIPAA – Health Insurance Portability and Accountability Act "The Department of Health and Human Services and all other health care agencies must insure their customers (i.e. clients, insured individuals, providers and health plans) that the integrity, confidentiality, and availability of electronic protected heath information that they collect, maintain, use or transmit is protected."
  A module on HIPAA is one of the required HealthStream modules assigned to the students that must be completed prior to entering the clinical setting.

dress code

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

on-campus (classroom) dress code

- While on-campus, a clean and well cared for appearance should be maintained. Identification badges should be worn as described below.

- Clothing is considered inappropriate when it is strapless, backless, revealing, or shows the midriff. Dresses, skirts, and shorts should be no shorter than two inches above the knee (sitting or standing). Camisoles or spaghetti strap shirts are not appropriate. Underclothing (panties, briefs, bra straps, etc.) should not be visible.

pre-licensure clinical dress code and equipment requirements

- Approved uniform with the College insignia patch centered two inches from the left shoulder seam of all tops, dresses, and/or scrub jacket. The College of Nursing's white scrub jacket may be worn over the uniform. The clinical uniform may only be worn in the clinical setting, Clinical Simulation Center, and the College.

- Bon Secours-issued identification badge - badges are worn above the waist on the left side of the chest in an upright, readable position at all times or on a Bon Secours-issued lanyard. The name and photo must be visible at all times. Where applicable, identification badges may not be required or may be modified as appropriate in some settings due to infection control procedures or safety precautions (i.e., Surgery). Students must wear the identification badge properly at all other times while on duty and at the College.

- Additional "title badge" provided by the College designating "Student" shall be worn so as to be in plain view under the identification badge.

- Shoes must be clean, all white leather or majority white synthetic with a closed toe. White shoes must be polished and have clean laces. Shoes and shoe laces must be in good condition, clean at all times and free from stains. Shoe laces must be the same color as shoes.

- Solid white socks or white stockings are part of the uniform.

- While in clinical uniform, a limited amount of jewelry is allowed; however, it may not pose a safety hazard, infection control risk, or interfere with patient care. Students may wear a watch and a wedding band with an engagement ring. Students may wear up to two earrings on each lobe in matching sets. Earrings should not be oversized or extend more than ¼" below the ear lobe. No more than two necklaces may be worn. Facial and other body jewelry is not acceptable. If the jewelry is unable to be removed, then it must be covered with a bandage.

- Visible tattoos are not allowed. Any visible tattoo must be covered with bandage or clothing.

- Hair must be a natural color and long hair must be secured so that it is up off the neck for both males and females.

- Fingernails are to be no longer than the tip of the finger and may only be polished with clear polish. Artificial nails are not permitted. Students must follow the policy of the clinical agency.

- Male students may have a short, well-groomed beard, mustache, or goatee and must wear a white crew-neck undershirt under the uniform.

- Hats are not permitted while in uniform unless for safety, sanitation, or infection control purposes. Exceptions may be made for religious beliefs as long as attire does not interfere with patient care or present a safety hazard.

- Undergarments (slips, bras, briefs, boxers, camisoles, and panties) are required in coordination with outerwear, but may not be visible through clothing and must be covered entirely by clothing.

- Make-up and perfumes/colognes should be subtle. Make-up may be worn in soft shades that complement natural skin tones. Students should wear subtle perfumes/colognes/deodorant due to close contact with others. Some clinical areas may prohibit all scents if they pose a hazard to patients or coworkers.

- Students must carry a stethoscope and wear a watch with a second hand in the clinical and simulation center settings unless otherwise directed by faculty.

- Gum chewing is not permitted.

guidelines for observational/specialty experiences

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

open lab hours in the clinical simulation center (CSC)

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

grading system — nursing program

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

LETTER GRADE	NUMERICAL EQUIVALENT	GRADE POINT INTERPRETATION	VALUE PER COURSE CREDIT
Pre-licensure and Post-licensure Tracks			
A	94-100	Excellent	4.0
B	87-93	Above Average	3.0
C	80-86	Average	2.0
D	73-79	Unsatisfactory	1.0
F	0-72	Failing	0.0
I		Incomplete	Not used in GPA
WS		Withdrew Satisfactorily	Not used in GPA
W		Withdrew per policy for new course	Not used in GPA
WU		Withdrew Unsatisfactorily	Not used in GPA
P		Passing	Not used in GPA

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

progression and graduation

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

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

Pre-licensure BSN Track Progression

Students must complete all nursing courses within six years of registration in the first nursing course (NUR 1100) in the program track.

RN–BSN (post-licensure) Track Progression

Students must complete all nursing course work within four years of registration in first nursing course (NURS 3204/3208) in the program track.

67 facility information

IN THIS SECTION:

BON SECOURS
MEMORIAL COLLEGE
OF NURSING

directions

Located in Henrico County, the College is easily accessible from major Interstates 95 and 295.

From I-95: Take I-95 to the Parham Road East exit. Continue on Parham Road approximately 2 miles. Turn left on Magellan Parkway/Windsor Business Park. The College is on the right at 8550 Magellan Parkway, Suite 1100.

From I-295: Take I-295 to US Rt. 301. Exit toward Richmond and travel to the second traffic light. Turn right on Magellan Parkway/Windsor Business Park. The College is on the right at 8550 Magellan Parkway, Suite 1100.

parking guidelines

Spaces marked with blue squares in the front or rear of the College facility at 8550 Magellan Parkway or in the lower level parking at 8555 Magellan Parkway have been assigned to the College for employee and student parking. Vehicles parked in fire lanes, no parking areas, or in spaces not marked by blue squares may be subject to towing at the owner's expense. Parking directly on Magellan Parkway is strongly discouraged by both the College and the Windsor Business Park management.

The College is not responsible for loss or damages to any vehicles, and employees and students should comply with all posted signs within Windsor Business Park or at any location associated with their job responsibilities and/or clinical assignments.

housing, transportation, and dining services

The College does not provide residential facilities, transportation, or dining services. Students are responsible for their housing and transportation. The student lounge is equipped with refrigerators, microwaves, and vending machines. Contact the receptionist for a refund if money is lost in the vending machines.

posting notices

Posters, notices or announcements related to SGO meetings and activities may be posted on the bulletin boards identified for student use. Such communications should be no larger than 8 1/2" x 11". The administration of the College reserves the right to remove notices that do not meet the stated criteria. Nothing is to be taped, nailed, tacked, posted or pinned to any painted or wooden surfaces.

If any student or student group desires to post flyers in any area of the College other than bulletin boards designated for student use, the student (group) must first submit the flyer to the appropriate faculty advisor. If the advisor approves the flyer, the student (group) must then forward the flyer to the Dean of Finance and Administration for approval to post. In the request (sent via email), the student (group) must state the exact areas of the College where it desires to post the flyer. The Dean of Finance and Administration will review the request, make a decision, and then communicate the decision to the student (group).

smoking

The College supports the efforts of Bon Secours Health System to maintain a tobacco-free campus (BSV Policy – Tobacco Free Campus). Students and College personnel both have the responsibility of being good role models by practicing good health habits.

safety

The College strives to maintain a safe, secure learning environment for students, faculty, staff and visitors free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. As with any agency, the College cannot guarantee nor assure a crime free environment. Any employee or student who believes he or she has been or is being sexually harassed should file a complaint with the Title IX coordinator. Contact information with the Title IX coordinator can be found on the college website, bsmcon.edu. Refer to the safety manual posted on the College's website for more information on safety tips, fire safety, student illness, sexual assault, harassment, etc.

security and awareness

Community members, students, employees, and guests are encouraged to report all crimes and public safety related incidents to the Dean of Finance and Administration or college official in a timely manner; this helps to ensure an accurate record of crimes reported on campus for the Annual Security Report. The College contracts with local police to be on campus during early morning and evening hours. In an emergency, dial 911 (dial 9 first if using a campus telephone) for help.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires by federal law institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis. Copies of this report may be obtained in person from the Office of Finance and Administration located on-campus or online at the College's website/Consumer Information tab/Clery Campus Security.

The College encourages all students, faculty, staff and visitors to take an active role in their own safety and security while on campus. An informed campus community can significantly reduce the occurrence of crime on campus.

voluntary confidential reporting

The College Administration encourages anyone who is a victim or witness to any crime to promptly report the incident to the Dean of Finance and Administration or any College official. Any member of the campus community who is the victim of a crime and does not want to pursue action within the College system or the criminal justice system may still want to consider making a confidential report. Confidential reporting is made available on our website at http://www.bsmcon.edu/contact/report-crime.

70 student services

IN THIS SECTION:

student services

A broad array of quality services are offered to students. In most cases, students "self identify" the need for the services and contact the respective offices of their own accord. Faculty or other appropriate individuals at the College may refer students for services. (Academic Advising and New Student Orientation are required of each student.)

While the responsibility for success at our College rests with the student, the College is dedicated to offering quality services to assist students in achieving their academic and career goals. RN-BSN students access resources and communications through various avenues including email, electronic learning management system, phone, Skype and, at times, in person.

Academic advising is first coordinated through the Office of Student Success. An assigned faculty member works individually with students at the start of their nursing education, each semester prior to course registration, and any time that additional support may be needed. This is designed to build relationships between students and faculty and create a supportive setting in which students can discuss their course selection and progress. For the RN-BSN program students, this relationship is built through electronic exchanges.

Academic counseling – students seeking academic support can meet with the Office of Student Success where a customized action plan for success can be created. Follow up appointments are often recommended. Students routinely seek counseling for assistance with study skills, managing test anxiety, time management strategies, and worklife balance resources.

Career counseling is offered through the College's dedicated career counselor. Services include resume preparation, interview practice, job search assistance, and support in the job search process. The Career Counselor can guide students in the application process for positions within Bon Secours Virginia Health System and with other healthcare employers in the area. For the traditional BSN students, the career counselor apprises students of the timeline for the Early Career Decision program along with internship and externship opportunities.

Disability support services are offered to students who provide appropriate documentation and feel they need accommodations in order to succeed in their courses. Students seeking accommodations receive personalized guidance from the Office of Student Success, where they will be informed of any written documentation needed in order to avail themselves of these resources.

Faculty academic support (recitation) is offered to students to encourage their academic success and aid students in grasping the sometimes difficult concepts presented in nursing school. For the courses that offer recitation, faculty members dedicate one to two hours (outside of their normal class time), at a designated time each week, for reviewing topics with students, answering questions and helping students further clarify complex information. Faculty academic support is offered on a one on one basis, as needed, for all RN-BSN courses.

New student orientation is offered through the Admissions Office and takes place several weeks prior to the start of Fall and Spring semester. On-site orientation is offered to students enrolled in the traditional BSN degree program. The first course in the RN-BSN program is entitled "Orientation to Online Learning," and along with email communications, will serve to orient our distance education students.

Personal counseling and support is offered through the Employee Assistance Program, a division of Human Resources. Counseling services are offered in person and via telephone, and referrals to community resources are often part of this process.

Peer tutoring is offered for many of the nursing courses. Students can "drop-in" for help or can schedule an appointment based on tutoring staff availability. This excellent resource is free to students who feel the need for one-on-one academic support from a fellow student.

wellness support services

The College employs a Health and Wellness Coordinator who is responsible for student clinical compliance, as well as facilitating and providing support and guidance in the areas of health and wellness to students, faculty and staff. The College also provides resources to students and employees regarding education and treatment programs for the awareness of sexual misconduct. Please see policy ADM 9.09 on the College website (bsmcon.edu) for complete information.

clinical simulation center

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

guidelines for responsible use of the Clinical Simulation Center (CSC)

- Students and faculty are to assist in clean up after each scheduled or practice simulation session by disposing of all trash in the designated container, and arranging chairs and equipment neatly

- No eating or drinking is allowed in the CSC

- Ink pens are not allowed in the CSC. The ink will permanently stain the mannequins

- Students are expected to bring the appropriate equipment (stethoscope, pen light, scissors, and forceps) to use in scheduled practice or demonstration experiences

- All students using the CSC must be supervised by a faculty member or designee

- Students are not to practice any invasive procedures on another person except for blood glucose monitoring under direct supervision of the CSC faculty or designee

- Sharps containers are provided for needles, intravenous needles, butterfly needles, syringes, and glass. No product wrappers, gloves, or tape should be put into sharps containers. A receptacle for waste contaminated with body fluids (red bag trash) is located in each simulation room

- As a cost-containment measure, all non-contaminated supplies should be reused

- Hand washing is to be done with soap and water or antiseptic hand cleanser prior to and after practicing nursing skills

- Students are expected to wear their uniforms to all clinical simulation experiences

- Failure to adhere to these guidelines may result in loss of privilege to use the CSC independently

equipment use

- Students are not to practice on the electronic-equipped mannequins without the assistance of the CSC faculty or an instructor

- Report malfunctioning or broken equipment (e.g., IV pumps, feeding pumps, models and mannequins or monitors) to lab faculty promptly

- Keep all electronic equipment and monitors plugged into an electrical outlet at all times to avoid running down the batteries

- Students are responsible for replacing any lost, stolen, or damaged equipment

- Below is a list of equipment that may be checked out for a limited time period:

  - blood pressure cuff

  - stethoscope, including teaching stethoscope

  - reflex hammer/tuning fork

  - glo-germ lotion or powder, travel light, and children's hand washing video

computers & systems

computer & audio visual equipment

Students are encouraged to use student-designated computers in the library, computer lab, and computer classrooms; however, instructor workstations may not be used by students except under direct supervision of a College employee.

internet access

Access to a computer with Internet access is required for all students enrolled in the program. All RN–BSN (online) students must have access to high speed Internet.

prohibited activity

It is a violation of policy to use the College's systems to distribute, download, upload, stream, scan, store, or share any material including software, data, document, sound, music, video, picture, design, graphic, game, or any other electronic file including peer-to-peer file sharing when:

- the file is copyrighted but distribution to the user has not been authorized by the copyright owner

- the intended use under the relevant circumstances is specified as illegal by any federal or state law, statute, regulation, proclamation, order, or decree

- when the material is considered by the College to be protected information and the user is not authorized to access that information for the purpose intended

- when the user's intent is deployment or introduction of any virus or malware on any College system

Users shall not attempt to circumvent, bypass, defeat, or disrupt any device, method, or technology implemented by the College to deter unauthorized distribution, downloading, uploading, streaming, scanning, storage, or sharing of copyrighted material by users on the College's systems.

enforcement

The College's systems are not to be used for any illegal purpose including, but not limited to, illegal file sharing. To preserve system security and reliability, the College reserves the right in all instances, and upon its reasonable suspicion, to block access from and to its systems and/or to disconnect from its systems any user who can be traced to illegal activities, including illegal peer-to-peer file sharing. An infringing user shall bear legal and financial responsibility for events or activities resulting from or associated with misuse of peer-to-peer applications and any other illegal activity conducted by or through the College's systems.

compliance

It is incumbent upon the student to be aware of what constitutes copyright infringement, including peer-to-peer file sharing. Students will annually receive a notice from the Dean of Student Services, disseminated through the College's website or the College's email program, during an orientation session or through an official student publication, summarizing the College's copyright policy and subsequent sanctions related to copyright infringement. Students may be subject to civil and/or criminal liabilities for violation of U.S. copyright law. In addition to legal liabilities, students who violate the College's copyright policy may also be subject to further academic disciplinary action, including expulsion.

disclosure

The federal Higher Education Act of 1965, as amended, requires that institutions of higher education disclose certain consumer information to current students, prospective students, current employees, and/or prospective employees. Consumer information can be found at www.BSMCON.edu and includes:

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

educational facilities

The College building contains well-equipped classrooms, Clinical Simulation Center, computer laboratories, conference rooms, faculty and administrative offices, library, and a student lounge. The College uses Bon Secours Memorial Regional Medical Center, Bon Secours St. Mary's Hospital, Bon Secours Richmond Community Hospital, and Bon Secours St. Francis Medical Center, as well as other community agencies, for clinical experiences.

The College of Nursing library provides a variety of print and electronic professional reference materials and journals. Other nearby library facilities available to students include the Reynolds Community College Library, Virginia Commonwealth University's James Branch Cabell Library and Tompkins McCaw Library for the Health Sciences, and Henrico County's North Park Public Library.

the learning commons

The Learning Commons exists to enhance student success by supporting student learning through the effective use of library space and resources, providing students the freedom to learn collaboratively in defined spaces, as well as the freedom to pursue solitary learning in a quiet space. The Learning Commons is open when the College is open.

the library

The Library is situated in the Learning Commons. Library hours are posted on the Librarian's door, on Blackboard, and on the College website.

library use

The College Library serves the overall information needs of the students, faculty, and staff, and supports the curriculum objectives of the College. Students and employees are encouraged to regularly use the services and the resources of the Library.

- The Honor Code prevails in the Learning Commons. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords constitute violations of the Honor Code
- A quiet atmosphere is expected at all times in the Learning Commons. Groups may not use the common areas of the Learning Commons to conference or talk. Study rooms are available for individual or group work with the understanding that a quiet atmosphere is expected in these rooms as well

- Careful handling of library materials is necessary to insure their long life

- Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian

- Books and DVDs may be borrowed for a two-week period. The process for checking out materials is noted at the entrance to the Learning Commons

- A maximum of three items may be borrowed at one time from the Library. Additional items may be checked out only after these items are returned

- Items borrowed from the College Library should be returned to the book deposit box in the Learning Commons

- Items damaged beyond reasonable wear or not returned in a timely fashion are charged to the responsible borrower and remain the property of the Library. When an individual leaves the College for any reason, he/she must return or replace all borrowed items checked out in his/her name

- Courses may require the use of Library reading materials by an entire class. These materials will be labeled "RESERVED." Reserved materials and journals are not to be removed from the Library

- Copyright Notice is plainly visible at the Learning Commons copier, and on the Library's site both on the learning management website and the College Website. Refer to the Copyright Compliance and Fair Use Guidelines for Library and Classroom policy for further guidance on copyright issues

- Eating is not permitted in the Learning Commons. Beverages are permitted only in containers with lids

- Study rooms in the Learning Commons are reserved per policy. Please see the policy as noted at the entry to the study room area.

student organizations

student government organization

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

- Provide the opportunity for students to share their ideas, interests, and concerns regarding nursing education with other nursing students in this College

- Promote an atmosphere of cooperation, understanding, and communication among the students, faculty, and administration

- Promote interest and participation in professional development

- Promote programs and community service opportunities of professional interest and concern

Membership in the Student Government Organization (SGO) affords students the opportunity to develop a sense of responsibility and leadership. The SGO promotes self-discipline and cooperation between faculty and students. It strives to uphold high standards of personal and professional conduct.

national student nurses' association

Students at the College have the privilege of joining the National Student Nurses' Association (NSNA) that entitles them to membership at the state and national levels. Members from all of the participating colleges in Virginia form the Virginia Nursing Student Association (VNSA).

By being active in the NSNA, the student nurse has an opportunity to share ideas with other nursing students and to gain experience and knowledge in preparation for participation in the nursing profession and its organizations. Conventions are held at the state and national levels. Students are encouraged to attend. For further information, contact NSNA at:

National Student Nurses' Association
45 Main Street, Suite 606
Brooklyn, NY 11201
Telephone: 718-210-0705, Fax: 718-210-0710
Website: www.nsna.org

75 appendices

academic terms and definitions

The College subscribes to the following definitions in its policies.

Add/Drop Period:

The period during which a student may add or drop a course without penalty.

Audit:

To audit a course means a student enrolls in a course but does not receive academic credit upon completion of the course.

Calendar:

The College has two semesters: Fall and Spring. Both semesters consist of 15 weeks of instructional time and one exam week. The Summer semester, if available for a given program, is generally 10 weeks long including an exam period.

Course Drop:

A student ceases to attend a course during the first week of the semester. The course will no longer appear on the student's schedule or transcript.

Course Withdrawal:

A student ceases to attend a course after the Add/Drop Period but prior to the completion of 60% of the semester or session and for which a grade of W, WS, or WU is awarded.

- **Official Course Withdrawal:** A student who informs the College of their withdrawal from course(s) is considered to have officially withdrawn from those courses. The student provides notice of course withdrawal by completing an Add/Drop/Withdrawal From Classes form, and submitting it to the Registrar's Office on or before the published last day to withdraw.

- **Unofficial Course Withdrawal:** An unofficially withdrawn student is one who has stopped performing academically-related activities such as attending their course, completing course assignments, taking exams, or participating in tutorials or computer-assisted instruction.

Course Withdrawal Date

- **Official Course Withdrawals:** The College has prescribed the withdrawal date for official withdrawals to be the date the Registrar's Office receives the Add/Drop/Withdrawal From Classes form.

- **Withdrawal Date for Unofficial Course Withdrawals:** The College has prescribed the withdrawal date for unofficial withdrawals to be the student's last date of attendance.

Credit/Credit Hour:

The number of credits awarded for a given course is determined by the number of lecture, laboratory, and/or clinical hours spent in class. A semester is fifteen weeks plus one week for exams.

BSN credit hours equal, at a minimum, 15 classroom hours of lecture, or, 30 hours of laboratory, or 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: (hours of lecture/15) + (hours of lab/30) + (hours of practicum/45). Also, refer to the College's Federal Definitions Policy.

Credit Conversion:

Credits considered for transfer that are reported in quarter hours, are multiplied by two-thirds (.67) to equal semester hours.

Date of Determination:

Unless federal or state requirements specify otherwise, the date of determination (DOD) is the date which the College has determined that a student has dropped/withdrawn from a course or resigned from the College. For official drops/withdrawals from a course or resignations from the College, the DOD is defined as the date the College receives the written notification from the student, such as an Add/Drop/Withdrawal from a Course or Resignation from the College form. For unofficial drops/withdrawals from a course or resignation from the College, the DOD is defined as the last date of attendance.

Last Date of Attendance:

A student's last date of attendance is the last date documented by the instructor of an academically-related activity such as attendance in the course or completion and submission of a course assignment, exam, tutorial, or computer-assisted instruction. The College has prescribed this to be the withdrawal date for unofficial course withdrawals and the student's resignation from the College.

Resignation from the College:

Occurs when a student discontinues the pursuit of academic endeavors at the College.

- **Permanent:** A student initiated resignation indicates that the student has no intention of returning to the College. A College initiated resignation occurs when a student is permanently removed by the College because of poor academic performance, unsatisfactory conduct or violation of College policies.

- **Temporary:** A student or College initiated temporary resignation, a leave of absence, is an approved period of non-attendance for one semester. If a student does not return to the College at the expiration of an approved leave, the student's resignation date is the date the student began the leave.

Resignation Date (34 C.F.R. § 668.22) (*Revised as of July 1, 2010*)

- The date the student began the College's resignation process or officially notified the College in writing of intent to resign

- For a student who resigns from the College without notifying the College, the date the College determines is related to the circumstances beyond the student's control, or the midpoint of the semester; or

- The student's last date of attendance (LDA) at a documented academically related activity

- For a student who resigns from the College without providing notification to the College, the College must determine the resignation date no later than 30 days after the end of the earliest of the payment period, the academic year, or the educational program

federal definitions

The College references the following federal definitions when creating or modifying College policies that require the College to adhere to these definitions.

Academic Calendar: The structure of a school's academic year. For purposes of the Federal Student Aid (FSA) programs, there are three basic types of academic calendars: standard term, nonstandard term, and non-term. Note: Clock-hour programs are considered non-term.

Academic Year: A period that begins on the first day of classes and ends on the last day of classes or examinations. A measure of the student's period of enrollment used to determine the duration of a student's award eligibility. An academic year for a credit-hour or direct assessment program must be defined as at least 30 weeks of instructional time. The law and regulations set the following minimum standards for coursework earned by a full-time student in an academic year in an undergraduate educational program (including direct assessment programs): 24 semester or trimester credit hours or 36 quarter credit hours for a program measured in credit hours; (34 CFR 668.3).

Anticipated Completion (Graduation) Date: The date on which a student is expected to complete an academic program. Reported to National Student Loan Data System (NSLDS) as part of enrollment monitoring.

Application to Participate: That portion of the Fiscal Operations Reports and Application to Participate (FISAP) through which a school applies for Campus-Based funds.

Clock hour: A period of time consisting of—

- A 50- to 60-minute class, lecture, or recitation in a 60-minute period

- A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or

- Sixty minutes of preparation in a correspondence course

Credit Hour: A unit of measure of educational achievement based on the number of classroom hours a week throughout a period of instruction such as a semester, trimester, or quarter term.

- **Credit Hours for Credit Hour Programs:** The evaluation of credit hour programs, as defined in 34 CFR 688.8(k)(1), for purposes of financial aid is based on the following federal definition of a credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

    - One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

    - At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours

- **Credit Hours for Programs that are neither Credit Hour nor Clock Hour Programs:** Clock hour programs as defined in 34 CFR 688.8(k)(2) may not assign credit hours for the purpose of awarding federal financial aid. However, undergraduate degree programs of less than two years in length and non-degree programs that are not fully transferrable to degree programs of at least two years in length (with at least two graduates) at the same institution are eligible to convert clock hours to credit hours for purposes of awarding federal financial aid. In doing so, these programs may seek to combine a minimum number of hours in a range of hours of student work outside of class with a required minimum number hours of instruction alone to meet or exceed a total number of clock hours of instruction. The evaluation of these clock-to-credit hour programs is based upon the following federal conversion formulas: The institution's student work outside of class combined with the clock hours of instruction meet or exceed the following numeric requirements:

- A semester hour must include at least 37.5 clock hours of instruction

- A trimester hour must include at least 37.5 clock hours of instruction; and

- A quarter hour must include at least 25 clock hours of instruction

- And the clock hours of instruction alone meet or exceed the following numeric requirements:

  - A semester hour must include at least 30 clock hours of instruction

  - A trimester hour must include at least 30 clock hours of instruction; and

  - A quarter hour must include a least 20 hours of instruction

Date of Determination (DOD): In the Return of Title IV Aid, the date that ED (Department of Education) considers a school knew or should have known that a student ceased attendance. The date that begins the time periods in which a school must return funds, provide any required notifications, make post-withdrawal disbursements to students who have withdrawn, and make any repayment arrangements. A student's withdrawal date (resignation date) is one of the following:

- The date the student began the institution's official resignation from the College process or the date the College receives a written notification from the student of intent to resign from the College.

- For a student who resigns from the College without notifying the College, the date that the College determines is related to the circumstances beyond the student's control or the midpoint of the semester.

- The student's last date of attendance, documented by the instructor, of an academically-related activity such as attendance in class or completion and submission of a class assignment, exam, tutorial, or computer-assisted instruction. (34 CFR 668.22).

Distance Education: Education that uses one or more of the technologies listed in this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include—

- The internet

- One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices

- Audio conferencing; or

- Video cassettes, DVDs, and CD–ROMs, if the cassettes, DVDs, or CD–ROMs are used in a course in conjunction with any of the technologies listed above.

Nonstandard Terms: Terms that are not semester, trimester, or quarter terms.

Non-term: A program that measures progress in credit hours is considered to be using a non-term calendar if it has: courses that do not begin and end within a set period of time; courses that overlap terms, self-paced and independent study courses that overlap terms, or sequential courses that do not begin and end within a term. If a program measures progress in clock hours, it is always treated as a non-term program.

Quarter: A standard of measurement in higher education used to group weeks of instructional time in the academic calendar. A quarter academic term is usually 10 to 12 weeks long, and a traditional quarter calendar generally includes three quarters in the Fall, Winter, and Spring (and often a Summer quarter as well). Students successfully completing a course earn quarter credits.

Semester: A standard of measurement in higher education used to group weeks of instructional time in the academic calendar. A semester provides 15 to 17 weeks of instruction. Students earn semester credits.

Standard Terms: Semesters and trimesters generally contain 15 to 17 weeks of instructional time. Quarters generally contain 10 to 12 weeks of instructional time.

Trimester: A standard of measurement in higher education used to group weeks of instructional time in the academic calendar. A trimester academic term provides about 15 weeks of instruction and a traditional trimester program generally consists of Fall, Spring, and Summer terms.

Week of Instructional Time: For all FSA programs, any period of seven consecutive days in which at least one day of regularly scheduled instruction, examination, or (after the last day of classes) at least one scheduled day of study for examinations occurs. Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination. The "number of weeks of instructional time" is based on the period that begins on the first day of classes in the academic year and ends on the last day of classes or examinations.

Withdrawal (Resignation from the College): When a student ceases attendance in all classes before the end of the semester, term, or period of enrollment, as applicable.

- **Official Withdrawal:** For Return of Title IV Aid Purposes, a student who provides notice in writing (including electronically) or orally to a designated campus official acting in his or her official capacity in the withdrawal process that the student intends to interrupt his or her attendance

- **Unofficial Withdrawal:** For Return of Title IV Purposes, a student who withdraws without providing official notification

- **Withdrawal Date (Resignation Date):** The date the student withdraws, as determined by the school

personnel
administration & staff

AKULA, NANCY
Simulation Instructor
Degrees and Institutions:
BSN, Virginia Commonwealth University

BUCKLEY, KATHLEEN G.
Coordinator of Continuing Education
Degrees and Institutions:
MEd, George Mason University
BSN, Radford University

CICCHETTO, MARLENE
Financial Aid Specialist

DJEUKENG, BENJAMIN
Director of Institutional Effectiveness
Degrees and Institutions:
MS, Nova Southeastern University
BA, Lindsey Wilson College

FAULK, RANDY
Building Coordinator

FILER-OGDEN, CRYSTAL A.
Director of Financial Aid
Degrees and Institutions:
MBA, Frostburg State University
BS, Frostburg State University
AA, Allegany College of Maryland

GAULT, PEGGY C.
Administrative Assistant and Clerical Supervisor

GREEN, MELANIE
Provost, Vice President
Degrees and Institutions:
PhD, Louisiana State University
MN, Louisiana State University
BS, Southeastern Louisiana University
Diploma, Our Lady of the Lake School of Nursing

HICKS, WILLARD
Certification Instructor

HIERHOLZER, KATHLEEN
Librarian
Degrees and Institutions:
MSLS, Catholic University of America
MSN, Excelsior College
BSN, Old Dominion University

IMLER, ELIA C.
Marketing Coordinator
Degrees and Institutions:
MS, Ithaca College
BA, State University of New York College at Oswego

JACKSON, LINDA
Administrative Secretary
Degrees and Institutions:
AA, J. Sargeant Reynolds Community College

LEWIS, SAMUEL
Certification Instructor
Degrees and Institutions:
BS, Virginia Commonwealth University

LISNER, DIA
Academic Counselor
Degrees and Institutions:
BA, University of Richmond

LOWERY, DANA
Administrative Secretary

MAHIEU-PHILLIPS, SUSAN
Health and Wellness Program Coordinator
Degrees and Institutions:
MS, Arizona State University
BSN, Nazareth College

MURPHY, GAIL A.
Registrar
Degrees and Institutions:
MEd, Antioch University
BA, Trinity University

MYERS, CLARA
Librarian
Degrees & Institutions:
MLIS, University of North Carolina at Greensboro
BA, Mary Baldwin College

NEWCOMB, CARRIE
Director of Admissions
Degrees and Institutions:
MEd, Virginia Commonwealth University
BA, Spring Arbor University

PERKINS, CHRIS-TENNA
Associate Dean of Nursing, Associate Professor
Degrees and Institutions:
PhD, University of Northern Colorado
MS, Virginia Commonwealth University
BSN, Bluefield State College
ADN, Bluefield State College

PETERSON, ALLISON
Career Counselor
Degrees and Institutions:
BA, Virginia Commonwealth University

PUGH, HOLLY L.
Director of Clinical Simulation
Degrees and Institutions:
MSHA, Virginia Commonwealth University
BSN, Virginia Commonwealth University
ADN, J. Sargeant Reynolds Community College
ADMA, J. Sargeant Reynolds Community College

RACINE, ASHLEY E.
Director of Student Success
Degrees and Institutions:
MEd, The College of William and Mary
BS, The College of William and Mary

ROBERSON, PATRICIA
Administrative Secretary

RUPPERT, SHAWN M.
Registrar Specialist
Degrees and Institutions:
BA, James Madison University
AAS, John Tyler Community College

SACKENREUTER, ALLAN
Simulation Technician
Degrees and Institutions:
BA, Fort Valley State University
AA, University of North Dakota

SORBELLO, BARBARA
Dean of Nursing
Degrees and Institutions:
PhD, Florida Atlantic University
MSN, Florida Atlantic University
BSN, Hunter College, City University of New York

TERRELL, INGRID
Marketing Assistant
Degrees and Institutions:
BA, City College of the City University of New York

THOMSON, AUDREY
Senior Development Officer
Degrees and Institutions:
BA, University of Mary Washington

TREXLER, MEREDITH
Evening Receptionist

VASQUEZ, MARIA
Admissions and Recruitment Specialist

WELCH, REGINA E.
Dean of Finance and Administration
Degrees and Institutions:
EdD, University of Phoenix
MS, American University
BA, Averett University

WINSTON, LESLIE
Dean of Student Services
Degrees and Institutions:
MEd, Virginia Commonwealth University
BS, Virginia Commonwealth University

WOYCHAK, CAROL
Admissions Assistant
Degrees and Institutions:
BS, University of Florida
AA, Brevard Community College

faculty

ALLISON, DEANNA
Instructor

Degrees and Institutions:
MSN, Liberty University
BSN, Virginia Commonwealth University

DOWLING, TOMEKA
Assistant Professor

Degrees and Institutions:
MS, Hampton University
BS, Hampton University

DOYNE, CLAUDETTE H.
Assistant Professor

Degrees and Institutions:
MSN, University of Phoenix
BSN, Alverno College
Diploma, St. Mary's College of Nursing

FAW, KATHY
Assistant Professor

Degrees and Institutions:
MSN, Walden University
Diploma, Bon Secours Memorial College
of Nursing

FEURER, AMY E.
Practicum Coordinator, Associate Professor

Degrees and Institutions:
MS, Virginia Commonwealth University
BSN, Radford University
BS, Radford University

FITZGERALD, BARBARA F.
Assistant Professor

Degrees and Institutions:
MSN/Ed, Old Dominion University
BSN, Virginia Commonwealth University

GANJWALA, PUJA
Assistant Professor

Degrees and Institutions:
DNP, Radford University
MSN, Jefferson College of Health Sciences
BSN, Jefferson College of Health Sciences
ASN, Jefferson College of Health Sciences
BCom, H. A. College of Commerce,
Ahmedabad

GARDNER, TRINA G.
Assistant Professor

Degrees and Institutions:
MSN/Ed, Old Dominion University
BSN, Old Dominion University
Diploma, Trumbull Memorial Hospital
College of Nursing

HOLOWAYCHUK, ARLENE S.
Preceptor Coordinator, Assistant Professor

Degrees and Institutions:
MSN/Ed, University of Phoenix
BSN, Edmonton, Alberta, Canada
Diploma, University of Alberta Hospitals

JOHNSON, KAREN Y.
Assistant Professor

Degrees and Institutions:
PhD, Howard University
BS, Howard University

KRUKIEL, TAMERA S.
Assistant Professor

Degrees and Institutions:
MS, Virginia Commonwealth University
BSN, Medical College of Virginia/
Virginia Commonwealth University

LIVERMAN, WENDI
Instructor

Degrees and Institutions:
MSN, University of Phoenix
BS, University of Richmond
AAS, J. Sargeant Reynolds
Community College

METZGER, STEPHANIE G
Associate Professor

Degrees and Institutions:
DNP, University of Virginia
Post – Master's Certificate, Virginia
Commonwealth University
MS, Virginia Commonwealth University
BSN, University of North Carolina
at Greensboro

MIKELAITES, CATHERINE
Instructor

Degrees and Institutions:
MSN, Loyola University
BA, The College of William and Mary
Diploma, Bon Secours Memorial School
of Nursing

PRYOR, ANN S.
Assistant Professor

Degrees and Institutions:
MS, Virginia Commonwealth University
BSN, Medical College of Virginia/
Virginia Commonwealth University

ROBERSON, MELISSA
Instructor

Degrees and Institutions:
MSN, Liberty University
BSN, Virginia Commonwealth University
BFA, Longwood University

SCHULTZ, KARYN
Assistant Professor

Degrees and Institutions:
MS, Virginia Commonwealth University
BSN, Virginia Commonwealth University
AD, Purdue University

SEEGERS, DEBRA L.
Professor

Degrees and Institutions:
PhD, Virginia Commonwealth University
MS, Virginia Commonwealth University
BSN, University of Southern Maine
ASN, University of Maine at Augusta

THOMAS-WRIGHT, JENNY
Assistant Professor

Degrees and Institutions:
MSN, University of Phoenix
BSN, Virginia Commonwealth University
ADN, J. Sargeant Reynolds
Community College

TURNER, CHRISTINE K.
Assistant Professor

Degrees and Institutions:
MS, Virginia Commonwealth University
BSN, University of Virginia

VASEL, LAURA A.
Post-Licensure Coordinator,
Assistant Professor

Degrees and Institutions:
MSN, Virginia Commonwealth University
BSN, The College of New Jersey

WILKINS, SUSAN A.
Assistant Professor

Degrees and Institutions:
MSN, Liberty University
MBA, Averett University
BSN, Virginia Commonwealth University
AAS, J. Sargeant Reynolds
Community College

Bon Secours Memorial College of Nursing Student Government Organization (SGO) Bylaws

ARTICLE I.

The name of this organization will be known as the Student Government Organization (SGO) of Bon Secours Memorial College of Nursing, also called BSMCON SGO.

ARTICLE II.
Purpose and Functions

Section 1. The purpose of the BSMCON SGO is:

Encourage the highest standards of honor and integrity in all matters of professional and social conduct.

Provide the opportunity for students to share their ideas, interests, and concerns of education with other students in this College.

Promote an atmosphere of cooperation, understanding, and communications among the students, Faculty, and Administration.

Promote programs and community service opportunities of professional interest and concern.

To promote a supportive, positive learning environment within the College by bringing together students from various levels, fostering involvement in team-building and social activities.

Section 2. The function of the BSMCON SGO is:

Plan, promote, and coordinate educational, professional, recreational, and community service activities for students.

Provide programs and community service opportunities for the students and promote participation by the students.

To promote and encourage students' participation in interdisciplinary activities throughout the year.

To represent BSMCON to the consumer, to institutions, to the public, and to other organizations.

Raise funds as needed for functions of the SGO.

Provide a channel of communication and cooperation among students, faculty, and administration.

Promote the image of the students and College in the community.

Maintain a discretionary fund to support either an individual need or charity or mission activity (no more than $1000 per calendar year); members will vote to decide on the details of the use of discretionary fund annually.

Promote school loyalty.

To promote and encourage student body participation in College activities and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.

ARTICLE III.
Membership, Dues, and Budget

Section 1. Membership

1. The membership will consist of all students currently enrolled in Bon Secours Memorial College of Nursing.

2. Guest membership is extended to the students in the St. Mary's School of Medical Imaging. Guest membership excludes voting privileges.

Section 2. Dues

1. Each student will pay annual dues to the organization on registration day through assessed fees, designated as "Activities Fees." These funds are automatically assessed by the College.

Section 3. Budget

1. Fifty percent of dues are allocated for student activities deemed appropriate by the SGO; twenty-five percent of dues are allocated to the Missions Fund; twenty-five percent of dues are allocated to legislative and student nurses/professional organization activities.

2. A yearly fiscal plan will be established in collaboration with the President, Treasurer, SCO Advisors, and Administration.

3. $300 dollars will be allocated to the BSMCON Honor Society each semester.

ARTICLE IV.
Officers and Directors

Section 1. Officers of the BSMCON SGO shall be president, vice president, secretary, and treasurer.

1. Purpose of Executive Board/Officers

   a. to act as the administrative and coordinating body of SGO.

2. The Executive Officer Roles defined:

   a. PRESIDENT

   Eligibility:

   1. Must be a rising junior or senior in good academic standing.

   2. Must have served SGO in some capacity during the immediately preceding Semester, holding a position of Honor Council Representative, Director, or Officer.

   3. Must have basic knowledge of parliamentary procedure.

   4. Must be free from Honor Code violations.

   Duties and Expectations:

   1. Prepares the agenda and preside at all meetings of the SGO.

      a. May coordinate with vice president to preside over the meeting in the event of president's absence.

   2. Schedules dates with faculty advisors throughout the year for the organization's meetings and activities.

   3. Calls special meetings and activities.

   4. Attends new student orientation sessions to explain functions of SGO.

   5. Serves as a member of the Honor Committee of the SGO.

   6. Meets regularly with College Administration.

      a. Ideally, these monthly meetings are held the same week as the monthly SGO meeting. The President must contact the office of VP/Provost to schedule.

   7. Appoint special committees as needed.

   8. Serve as an ex-officio without voting privileges. The only exception to this is to break a tie in a voice or roll call vote.

   9. Serves on the Student Affairs Committee.

   10. Represents BSMCON SGO in matters relating to the organization.

   b. VICE PRESIDENT

   Eligibility:

   1. Must be a rising second semester sophomore, junior or senior in good academic standing.

   2. SGO Board participation preferred but not required.

   3. Must have basic knowledge of parliamentary procedure.

   4. Must be free from Honor Code violations.

   Duties and Expectations:

   1. Assumes all duties of President in absence of the President.

   2. Assists the President in preparing the agenda for the meetings as indicated.

   3. Replaces the President in the event of his/her resignation.

   4. Assumes secretarial responsibilities in the absence of the secretary.

   5. Reviews and gives recommendations for the Bylaws as a resource person in parliamentary procedures, and serves SGO educator on Robert's Rules of Order.

   6. Attends monthly SGO meetings.

   c. SECRETARY

   Eligibility:

   1. Must be a rising sophomore, junior or senior.

   2. Be free from Honor Code violations.

   Duties and Expectations:

   1. Records and files the minutes of all SGO meetings, to include both General Body and Executive Board.

   2. Maintains register for roll call during each monthly SGO meeting, and performs the roll call.

   3. Prepares notices of meetings and events.

   4. Handles all hard-copy correspondence for the organization.

   5. Informs President of attendance issues.

   6. Assists the President in preparing student notices.

   7. Attends monthly SGO meetings.

d. TREASURER

Eligibility:

1. Must be a rising sophomore, junior or senior.
2. Be free from Honor Code violations.

Duties and Expectations:

1. Receives, records, and disburses all funds.
2. Keeps an accurate records of all organization funds and report financial status annually and at each monthly meeting.
3. Gives an itemized report of receipts and disbursements at SGO meetings each month.
4. Submits a written annual report of receipts and disbursements.
5. Audits books with faculty advisors and incoming treasurer.
6. Balances bank statements against organizations records upon receipt of quarterly statement. Receipts will be verified by receipt book for all monies collected.
7. Attends monthly SGO meetings.

Section 2. Members with voting Privileges include: Ways and Means Director, Social Director, Community Service Chair, Honor Council Director, Honor Council representatives, and Communications Director.

1. **Eligibility to serve as SGO Director**

    a. Student must be currently enrolled in BSMCON and in good standing academically.

    b. Student must not have any code of ethics violations.

    c. Student must be nominated by a peer during the nominations period, and all deadlines met during the elections process.

    d. Student must commit to uphold our BSMCON Honor Code and attend monthly meetings as required.

    e. All officers, directors, and representatives will attend a minimum of 80% of meetings of the SGO.

    i. If attendance falls below 80%, the following actions will be taken:

    1. The officer will meet with the president to discuss the issue.
    2. If attendance does not resolve, the President will be the attendance issue to the Executive Board.
    3. If the above actions do not resolve the attendance issue, the officer will be subject to dismissal by the president.

2. **Ways and Means Director shall:**

    a. Plan, organize and promote fundraising activities.

    b. Select College merchandise for fundraising sales, with input and vote from the Board.

    c. Communicate with Dean of Student Services for quarterly report.

    d. Collaborate with Executive Board and Faculty Co-Advisors to creatively explore fundraising options for the SGO to present to the College and the voting board.

    e. Organize fundraising efforts, including table sales and distribution, money collections, volunteer sign-ups, and participation in other College events.

3. **Social Director shall:**

    a. Plan and organize fun activities to promote community among all students.

    b. Plan a calendar of activities, in conjunction with Dean of Student Services, SGO Executive Board, and SGO Advisors, for the SGO over the academic year.

    c. Publicize events and activities of the SGO.

    d. Negotiate and confirm expenditures with the organization and submit reports to treasurer, President and SGO faculty advisors.

    e. Be free from Honor Code violations.

    f. Attend monthly SGO meetings.

4. **Community Service Director shall:**

    a. Plan and organize local outreach projects/activities, including holiday projects.

    b. Communicate and collaborate with Medical Mission Trip group as needed.

    c. Attend new student orientation sessions to explain Community service activities.

    d. Serves on the Student Affairs Committee.

    e. Must be free from Honor Code violations.

    f. Attend monthly SGO meetings.

5. **Honor Council Director shall:**

    a. Be a rising junior or senior.

    b. Uphold and enforce the Honor System.

    c. Conduct Honor Council hearings on Honor Code violations according to Honor System by-laws.

    d. Attend new student orientations to explain Honor System.

    e. Meet with Honor Council representatives to explain the duties of their position and the Honor Council hearing process; this meeting occurs once in the spring, and once in the fall, and maybe scheduled either by the Director or by vote of Honor Council

f. Be free from Honor Code violations.

g. Attends monthly SGO meetings.

6. **Communications Director shall:**

a. Serve as a contact with public relations for newsletter information.

b. Serve as SGO student body as the primary communications resource.

  i. Writes, edits, and publishes a quarterly SGO newsletter.

  ii. Writes and uploads all SGO Blackboard announcements for the College.

  iii. Maintains current updated information on the SGO tab on Blackboard, including newly elected officers/directors, the newest monthly minutes, and announcements.

c. Be free from Honor Code violations.

d. Attend monthly SGO meetings.

7. **Honor Council Representatives and Alternates shall:**

a. Enforce the Honor system.

b. Participate fully in Honor Council hearings according to the Honor System by-laws.

c. Be free from Honor Code violations.

d. Attend monthly SGO meetings.

Section 3. Ex-officio (non-voting) SGO Directors include Faculty Co-Advisors to the SGO and Elections Director.

1. **Faculty Co-Advisors shall:**

a. Assist SGO members with planning and activities of SGO.

b. Provide support and advice to the SGO officers.

c. Provide input and/or approval to budget planning and expenditures as defined in these bylaws.

d. Attend monthly SGO meetings.

2. **Elections Director shall:**

a. Attend monthly SGO meetings.

b. Assist in planning and organizing the bi-annual elections proceedings.

  i. Receive nominating emails during the nominations period.

  ii. Post the official slate of candidates, with included short bio statements.

  iii. Participate in tallying the votes via survey online. Faculty Co-Advisors will assist in this process to maintain transparency.

ARTICLE V.
Election Process

1. **Nominations**

a. Elections Director will receive nominations via email from students.

b. Elections Director will post a slate of consenting candidates in advance of the date of voting. The date for voting will be determined by the Executive Board.

2. **Election Proceedings**

a. Elections will be held each Fall semester to promote continuity in SGO leadership.

  i. Fall elections shall be conducted for the purpose of electing all SGO officers.

b. All voting will be by secret ballot, such as online survey.

3. **Term of Office**

a. The term will be one calendar year in length for each office.

b. The officers elect will be mentored by the current leadership for the remainder of the term, or at least one month. Both incoming and outgoing officer/director will attend the "transitional" monthly SGO meeting, where at least 30 minutes will be devoted to one on one education. Additional meetings between the incoming and outgoing officers/directors are encouraged during the transitional month.

4. **Vacancies**

a. All vacancies, except the office of President, will be appointed by the president and approved by the Executive Board.

ARTICLE VI.
Meetings

Section 1: Monthly SGO meetings are open to all of the student body; SGO Officers and Directors are expected to attend greater than 80% of the meetings annually.

1. All meetings of the SGO are considered "open" unless voted otherwise by the Board.

a. Students may attend open meetings.

b. Students who are guest SGO members may speak once on each issue before the Board.

Section 2: Quorum

1. In order for a quorum to be established at least one ex-officio officer, 4 of the directors and one of the Faculty advisors must be present.

Section 3: Parliamentary Authority

1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.

    a. SGO Officers and Directors are encouraged to develop an understanding of RRONR, through independent review, group activities, and educational opportunities through SGO events. RRONR is the parliamentary authority for most professional organizations; therefore, by learning the basic rules of "engagement" in a meeting setting, we are preparing ourselves to participate further in our professional careers.

Section 4: Bylaws Revision:

1. Bylaws will be reviewed annually by each new board, and revised to reflect the needs of the students.

2. Bylaws may be amended by a 2/3 vote of the voting body as defined above.

These by-laws have been amended on:
February 17, 2014

BON SECOURS MEMORIAL COLLEGE OF NURSING