COLLEGE CATALOG 2019–2020

Bon Secours
Memorial College
of Nursing

College Administration/Staff

Melanie Green, PhD	Vice President, Provost
Barbara Sorbello, PhD	Dean of Nursing
Benjamin Djeukeng, PhD	Dean of Administration
Amy Pozza, BS	Dean of Finance
Holly Pugh, MSHA	Dean of Clinical Simulation and Learning Center
Leslie Winston, MEd	Dean of Student Services
Carrie Newcomb, MEd	Associate Dean of Student Services
Chris-Tenna Perkins, PhD	Associate Dean of Nursing
Karen Mellott, PhD	Assistant Dean for Scholarship of Discovery and Dissemination
Melanie Arcibal, BS	Senior Accountant
Jane Castelvecchi, BS	Alumni Relations Coordinator
Jared Crist, MEd	Student Services Coordinator
Andrenetta Daniel, AS	Receptionist
Michael Edwards	Certification Instructor
Randy Faulk	Building Coordinator
Arif Fazel, MS	Success Advisor
Kelley A. Florian, BA	Director of Financial Aid
Beth Ford	Admissions Assistant
Peggy Gault	Executive Assistant
Jennifer Goins, MA	Senior Development Officer
Katherine Grace, BGS	Office Coordinator
Lisa Gregory	Financial Aid Specialist
Binesh Gurung, BS	Simulation Technician Specialist
William Hatfield	Director, College Business/Technology Services
Willard Hicks	Certification Instructor
Pamela Hinton, AS	Receptionist
Elia Imler, MS	Marketing Manager
Kathy Ingersoll, MSN	Certification Coordinator
Linda Jackson, AA	Administrative Secretary
Harris King, BS	Bursar
Nick Kost, BA	Manager, College IS and Technology
Sunjung Lee, MS	IT Support Technician
Lydia (Dia) Lisner, BA	Director of Student Success
Julie Marsh, MEd	Coordinator for Distance Education and Instructional Design
Tina Metzger, MSIS	Librarian
Allison Peterson, MS Ed	Career Counselor
Patricia Roberson	Administrative Secretary
Becky Roberts, MHA	Nursing Operations Coordinator
Jacqueline Runne, BA	Financial Aid Counselor
Shawn Ruppert, BA	Registrar Specialist
Allan Sackenreuter, BS	Technician Coordinator
Tate Sanchez, BFA	Success Advisor
Erica Stubblefield, MEd	Success Advisor
Ingrid Terrell, BA	Marketing Assistant
Maria Vasquez, BS	Admissions and Recruitment Specialist
Carol Woychak, BS	Admissions and Recruitment Specialist

Welcome

Welcome to Bon Secours Memorial College of Nursing. We are delighted you chose our College to pursue your education. Our nursing programs exceed expectations, as shown by our outstanding NCLEX-RN exam pass rates, a proud distinction of excellence. As a BSMCON nursing student, you will be immersed in coursework, simulation labs and clinical experiences while building leadership, supporting community and developing personal and professional relationships that will undoubtedly last beyond your time with us.

We are here to guide you through this journey. Our experienced faculty and dedicated staff will help celebrate your victories and support any challenges. As you progress through the program, the information provided in this College Catalog will be indispensable. 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 and memorable year ahead!

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

Bon Secours Richmond Health System
Board of Directors

Jeff A. Brown, MD	Laura Ellison	Linda Rigsby
Stuart A. Bunting	Chris Hairston-White	Pamela Royal, MD
Chandrashekar D. Challa	Birdie H. Jamison	Sr. Victoria Segura, MD, CBS
Elizabeth H. Crowther	Joyce C. Lanier	Shannon E. Sinclair
John Daniel, III, MD	Sr. Anne Marie Mack, CBS	Jane G. Watkins, Chair

Telephone Numbers

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

Associate Dean of Student Services 627-5139
Admissions and Recruitment Specialist 627-5339
                                                                                                                    627-5468
Bursar/Business Office..627-5362
Building Coordinator..627-5388
Career Counselor..627-5381
Counseling, REACH 855-691-4941
Financial Aid Counselor 627-5348
Financial Aid Director 627-5350
Financial Aid Specialist 627-5301
Librarian 627-5340
Nursing Operations Coordinator..627-5337
Registrar Specialist..627-5331
Success Advisors...627-5303 / 627-5446 / 627-5488
Student Success Director...627-5335

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 697-3462
BSMCON Building Coordinator 627-5388
BSMCON Dean, Finance...264-7315
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 uses a broadcast alert and notification system as part of its safety plan. In case of an emergency, all employees and students who have signed up for emergency notifications through the Everbridge system and Campus Nexus Portal, respectively, will be sent a message (via text, email, or voice) to their preferred emergency contact methods. The message will state the emergency as well as any actions to be taken. At the beginning of each Fall and Spring semester, students and employees are asked to log onto the Campus Nexus Portal and Everbridge system, respectively, to verify their emergency contact information and update it if necessary. During this process, they are also allowed to choose their preferred emergency contact methods. Students and employees who do not have a cell phone or who do not request 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 (BSMCON) is owned by Bon Secours Memorial Regional Medical Center, which is responsible for the College's operation. BSMCON is certified to operate by the State Council of Higher Education in Virginia and the Virginia Board of Nursing. The College holds institutional accreditation with the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043, (703) 917-9503. The BSN program includes the essential content recommended by the American Association of Colleges of Nursing. The baccalaureate degree in nursing at Bon Secours Memorial College of Nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike
Suite 314
N. Falls Church, VA 22043
(703) 917-9503

American Association of Colleges of Nursing
Commission on Collegiate Nursing Education
655 K Street, NW
Suite 750
Washington, DC 20001
(202) 887-6791

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

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
(800) 872-5327

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.

The College graduated the last diploma class in May 2012. 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 they received. 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 2010.

Firmly rooted in this tradition of excellence, the College offers a Bachelor of Science in Nursing (BSN) with both pre-licensure and post-licensure (RN-BSN) programs. 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 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 merged with Mercy Health in 2018 to become Bon Secours Mercy Health, include acute care hospitals, long-term care facilities, clinics, physicians' practices, home health care services, and hospices.

Bon Secours Memorial College of Nursing

Mission

The mission of the Bon Secours Memorial College of Nursing is to foster holistic lifelong learning through innovative career education designed to cultivate servant leaders who are passionate about bringing people and communities to health and wholeness.

Vision

We will be the college of choice for those who consider caring to be calling and a ministry inclusive of the needs of all people.

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 caring practices that embodies a culture of respect, integrity, and justice

Quality — commitment to education excellence that promotes lifelong intellectual, ethical, and spiritual growth

Service — cultivation of an attentive spirit that seeks to empower others in the co-creation of a just and caring world

Goal Statements

CARING — Provide a framework for positively impacting society through culturally sensitive service to the global community.

1. Create opportunities for faculty, staff and students to provide culturally sensitive service to local, regional, national, and international communities.
2. Cultivate an environment of respect, compassion, and servant leadership which actively promotes and facilitates the development of servant leaders.
3. Embed the core concepts of ministry, mission, and civic engagement into the curriculum and campus life.

LEARNING — Foster an environment designed to engage the learner in the development of a critical and creative consciousness.

1. Attract, empower, and retain mission-focused students, faculty, and staff committed to academic excellence and lifelong learning.
2. Provide a stimulating learning environment that excites curiosity, encourages creativity and integrates community commitment into the learning process.

TRANSFORMING — Liberate the potential of the College community by expanding individual and collective capabilities with respect to knowledge, discernment, and growth.

1. Empower faculty and staff to reach their full potential through professional development and mission-related opportunities.
2. Integrate a variety of learning styles into the delivery of the curriculum to enhance the growth of the whole person.
3. Cultivate an understanding of the importance of the College within the Bon Secours Ministry — a Ministry of Education.

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ACADEMIC POLICIES & PROCEEDURES

IN THIS SECTION:

Academic Calendar

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

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. This treatment is applied to all students whether or not they participate in Title IV financial aid. 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.

Please note: Weeks of enrollment for Financial Aid purposes are defined as 17 weeks per term (semester) or 34 weeks per academic year, as further defined by the Higher Education Act of 1965, as amended.

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 2019		
August 9	Fri.	**Tuition and fees for the fall term are due by 12 noon**
August 12	Mon.	Fall semester begins
August 12–21	Mon.–Wed.	Add/drop period ends Wednesday the 21st
August 21	Wed.	Last day to drop a course with 100% refund*
August 22	Thurs.	Last day to drop a course with 90% refund*
August 23	Fri.	Last day to withdraw from a course with a grade of "W"
September 2	Mon.	Last day to drop a course with 80% refund*
September 2	Mon.	Labor Day — College closed
September 13	Fri.	Last day to drop a course with 60% refund*
September 24	Tues.	Last day to drop a course with 40% refund*
October 14–25	Mon. to a Fri.	Advising Period: Update your Advisor on your academic progress & discuss your goals
October 14	Mon.	Last day to withdraw from a course with a "WS" or "WU"
October 16	Wed.	Last day to drop a course with 20% refund*
November 15	Fri.	Spring 2020 Graduates: Intent to Graduate form is due!
November 18–22	Mon.–Fri.	**Graduating Seniors Only:** Final Exam Week
November 25	Mon..	Classes end. Grades due for Graduating Seniors
November 26–27	Tues.–Wed.	No classes: study days and faculty work days
November 28–29	Thurs.–Fri.	Thanksgiving/Fall break — College closed
December 2–6	Mon.–Fri.	Examination period
December 9	Mon.	Final grades due
December 12	Thurs.	Graduation Ceremony and Conferral Date St. Mary's Catholic Church, Henrico, 23229

See ADM 5.02 Financial Refund for further details.

Spring 2020

January 3	Fri.	**Tuition and fees for the spring term are due by 12 noon**
January 6	Mon.	Spring semester begins
January 6–15	Mon.–Wed.	Add/drop period ends Wednesday, January 15
January 15	Wed.	Last day to drop a course with 100% refund*
January 16	Thurs.	Last day to drop a course with 90% refund*
January 17	Fri.	Last day to withdraw from a course with a grade of "W"
January 20	Mon.	Martin Luther King, Jr. Day — No classes; Community Service day
January 27	Tues.	Last day to drop a course with 80% refund*
February 7	Fri.	Last day to drop a course with 60% refund*
February 18	Tues.	Last day to drop a course with 40% refund*
March 9–15	Mon.–Sun.	Spring break — No classes
March 16	Mon.	Last day to withdraw from a course with a "WS" or "WU"
March 16–27	Mon. to a Fri.	Advising Period: Update your Advisor on your academic progress & discuss your goals
March 21	Sat.	Last day to drop a course with 20% refund*
April 15	Wed.	Summer and Fall 2020 Graduates: Intent to Graduate form is due!
April 20–24	Mon. to Fri.	**Graduating Seniors Only:** Final Exam Week
April 27	Mon.	Classes end. Grades due for Graduating Seniors
April 28	Tues.	Study day
April 29 – May 5	Wed.–Tues.	Final Examination period
May 7	Thurs.	Final Grades due
May 14	Thurs.	Graduation Ceremony and Conferral Date St. Mary's Catholic Church, Henrico, 23229

Summer 2020

May 15	Fri.	**Tuition and fees for the summer term are due by 12 noon**
May 18	Mon.	Summer Session begins
May 18–27	Mon. to Wed.	Add/drop period ends Wednesday, May 27
May 25	Mon.	Memorial Day — College closed
May 27	Wed.	Last day to drop a course with 100% refund
May 29	Fri.	Last day to withdraw from a course with a grade of "W"
May 30	Sat.	Last day to drop a course with 80% refund*
June 6	Sat.	Last day to drop a course with 60% refund*
June 13	Sat.	Last day to drop a course with 40% refund*
June 26	Fri.	Last day to drop a course with 20% refund*
June 26	Fri.	Last day to withdraw from a course with a "WS" or "WU"
July 3	Fri.	Independence Day Observed — College closed
July 24	Fri.	Classes end
July 27	Mon.	Final Grades due
July 27	Mon.	Conferral Date for Summer Graduates (Graduation Ceremony is tentatively set for December 17, 2020)

See ADM 5.02 Financial Refund for further details.

Academic Classification

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

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

Enrollment Standards:

ENROLLMENT STATUS	EARNED CREDITS
Full-time	12 or above
Three-quarters time	9–11
Half-time	6–8
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.

College 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:

LETTER GRADE	NUMERICAL EQUIVALENT	GRADE POINT INTERPRETATION	QUALITY POINTS PER CREDIT HOUR
Pre-licensure and Post-licensure			
A	94–100	Excellent	4
B+	91–93		3.5
B	87–90	Above average	3
C+	84–86		2.5
C	80–83	Average	2
D+	77–79		1.5
D	73–76	Unsatisfactory	1
F	0–72	Failure	0
I		Incomplete	Not used in GPA
MG		Missing grade	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.

Accessing grades: Students can access final grades via their Campus Nexus student portal account.

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, MG, 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 below). 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 2100	B	2	X	3	=	6
NUR 2101	B	3	X	3	=	9
NUR 2102	A	4	X	4	=	16
NUR 2103P	P*	2	X	n/a	=	n/a
Sub Total		11–2	(*P grade not used in calculation)			
Total		**9**				**31**

31/9 = 3.44 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 course requirements by the official first date of the following semester will result in course failure. 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 academic dean or program director may administratively withdraw (WA) a student from enrollment during a semester. A grade of WA for every course in that semester will be recorded and will have no impact on GPA calculation. The Dean or Program Director may request a written statement from the student and/or health care provider briefly explaining the circumstances for the administrative withdrawal, or in the case of a death, an obituary of the close family relative. The Dean or Program Director 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 are responsible for contacting the Office of Financial Aid to see how their course withdrawal may impact their financial aid status. Petition for exceptions to this policy may be considered by the academic dean and/or Vice President/Provost.

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, course 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 six 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 enrollment at the College, each pre-licensure student is required to have a background check to include the Virginia Child Protective Services Report. 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. Students may be required to complete a renewal background check if it is required by a clinical agency. Students are responsible for background check costs during enrollment.

Address/ Name Change

When there is a change in any contact information (address, email, phone number, etc.) students must make a request through the student portal account to the Registrar.

Students who wish to change their names must complete a Change of Name form (found in the Registrar's Office or on Blackboard) and a Name Change form with the Social Security Administration and provide a copy of a government issued photo ID with the new name. Changes will be made in the student information system.

Communication

The College provides necessary system access to enhance each student's academic experience and transmit notifications in emergency situations. This includes email access to all its students through the Microsoft 365 platform. Email is the primary means of communication between College personnel and students: the College expects that students will maintain regular and frequent email contact by reading and, if requested, responding to any emails sent by the College in a timely manner.

Faculty may determine how email is used in their courses and they will make appropriate notations regarding email requirements in the course syllabi.

Faculty may not transmit grades or any other information that may violate FERPA 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 Blackboard.

The College uses its student information system and learning management 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 College Catalog 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 as email may not be appropriate means of communication in some circumstances.

The College does not allow students to transmit any patient information outside the Bon Secours system as it would result in a HIPAA violation. Any communication should comply with all Bon Secours Mercy Health, local, state, and federal regulations, including the Family Education Rights and Privacy Act of 1974 (FERPA).

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 66 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; *A capricious action is defined as one made on a whim or without justifiable reasons.*

- 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; *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.

- erroneous judgment of the faculty with regard to the correct answer for exam item(s). *A claim of erroneous judgment means that the student is able to produce evidence (from textbooks, class notes provided directly from the faculty, or other valid materials) to substantiate that a different answer other than that keyed is a correct response.*

- a documented error in calculating the student's final grade.

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;

- 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. All members of the Student Grievance Committee will be chosen from the membership of the Student Affairs Committee. Committee composition includes: the appropriate Administrative Cabinet member, one teaching faculty member, one student, and one additional Student Affairs Committee representative.

Policy:

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

Initiation of a Grievance:

Grievances may be submitted electronically by email.

- An academic grievance must be initiated at the end of the semester no later than 2 business days after the day final grades are due as published in the academic calendar.

- A non-academic grievance must be initiated no later than 10 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 Student Services Coordinator if assistance is needed in understanding this policy. In addition, the Student Services Coordinator 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, provide supporting information for the grievance and request to meet with his/her instructor or person whose actions he or she is grieving.

Academic grievances must be submitted in the following order:

Level I	Level II	Level III
Instructor (copied to Program Coordinator)	Associate Dean (copied to Program Dean)	Chair of Hearing Committee (Administrative Cabinet Member)

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. A typical non-academic grievance would occur in the following order:

Level I	Level II	Level III
College personnel/ office whose actions are being grieved (copied to Administrative Supervisor)	Administrative Supervisor (copied to Appropriate Dean) **or** Appropriate Dean (copied to Provost)	Chair of Hearing Committee (Administrative Cabinet Member)

- The instructor/non-instructional party has a maximum of 10 business days from the date the grievance is received to schedule a meeting with the student. Within 5 business days after the meeting, the instructor/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 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 administrative supervisor has the discretion to move to Level II or postpone the hearing until the instructional or non-instructional party is available. The administrative supervisor must document his or her effort to contact the instructor or non-instructional party. The administrative

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 aggrieved 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. Faculty/staff members may have an silent observer in attendance at the meeting. Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and faculty/staff member must agree to the student's silent observer. If an agreement regarding the appeal is made, a copy of the agreement and other appropriate documentation, including the original grievance letter, must be forwarded to the Dean of Student Services.

- 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 administrative supervisor within 5 business days after the written decision from the Level I meeting has been communicated. 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 administrative supervisor will fully investigate the grievance. This investigation may include review of material submitted by both parities, 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 administrative supervisor 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. Faculty/staff members may have an silent observer in attendance at the meeting. Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and faculty/staff member must agree to the student's silent observer. 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 administrative supervisor 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 5 business days from the communication of the disposition from the administrative supervisor, the student may file a written appeal to the appropriate Administrative Cabinet member; students are encouraged to contact the Student Services Coordinator if help is needed 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 hearing for all parties involved.

- The actual hearing 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 hearing 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 the Student Affairs Committee. The committee selected to participate in the hearing must be comprised of a minimum of three members and must include a student representative.

- At the Level III hearing, the student and the instructor/ 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 hearing chair in writing at least 5 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 hearing 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 5 business days prior to the hearing. Additionally, both parties may have no more than one other person to attend as an observer. Observers shall not testify nor present any evidence.

- The hearing 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 hearing 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 instructional or non-instructional party, and all other parties as appropriate. A copy of the report and the official grievance letters (Level I, Level II, and Level III) must be forwarded to the Student Services Coordinator.

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

- ***Non-retaliation*** — *Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.*

- ***Decision Standard*** — *Decisions made in grievance/appeal cases are determined on a preponderance of the evidence. A preponderance of the evidence is evidence that as a whole shows that the fact sought to be proved is more probable that not.*

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, 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 Bureau of Health Education Schools, American Association of Colleges of Nursing Commission on Collegiate Nursing Education, State

Council of Higher Education in Virginia, U.S. Department of Education or Virginia Board of Nursing. Addresses of these agencies are listed below.

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.

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike | Suite 314 | N. Falls Church, VA 22043
(703) 917-9503

Commission on Collegiate Nursing Education (CCNE)
655 K Street, NW | Suite 750 | Washington, DC 20001
(202) 887-6791

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

U.S. Department of Education
400 Maryland Avenue, SW | Washington, DC 20202
(800) 872-5327

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

For students residing in the state of Maryland who wish to file a complaint, the institution is subject to investigation of complaints by the Office the Office of the Attorney General, or the Maryland Higher Education Commission. Complaints should be directed to:

Maryland Attorney General
Consumer Protection Division
200 St. Paul St.
Baltimore, MD 21202
(410) 528-8662 Or Toll-Free (888) 743-0823

Please see flowchart for this process in the appendix.

Students with Disabilities

The College is committed to providing students with disabilities access to higher education through the delivery of reasonable accommodations as outlined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended.

The College's policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

Definitions:

Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the academic program (refer to policy NUR 1.02).

Disability: A physical or mental impairment that substantially limits an individual from performing one or more major life activities, as defined by law.

Reasonable accommodation: An adaptation to a program or service that allows a student with a disability to have equal opportunity to participate in and benefit from the program or service, and to perform the essential functions, but that does not place undue hardship on the institution.

Essential Technical Standards for the Nursing Student (See Policy NUR 1.02) — The basic duties that a student must be able to perform, with or without reasonable accommodation.

Interactive process: A formal or informal discussion between the student seeking an accommodation and the Bon Secours Memorial College of Nursing, to clarify what the individual needs and identify the appropriate reasonable accommodation.

Undue hardship: The accommodation would be too difficult or too expensive to provide in light of the institution's size, financial resources, or represents a fundamental alteration to the curriculum.

The College will provide reasonable accommodations to students with disabilities who are qualified to fulfill the requirements of the program. Students, faculty, and staff must utilize this policy and its procedures in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the policy and procedures outlined may result in the denial of services. Although students are encouraged to identify their needs as early as possible, students have the right to request accommodations at any time during their enrollment.

Because students with similar disabilities may not equally benefit from the same auxiliary aid or service, the College will analyze each request on a case-by-case basis within the

specific context of the activity in which the student plans to participate. The College has the right to select among equally effective methods of accommodating a student with a disability. The College also has the right to refuse an accommodation based on undue hardship to the College.

Accommodation requests and services are not retroactive, and therefore requests for accommodations should be made it a timely manner.

Procedures:

In order to initiate the disability intake process, the following procedures must be followed.

- The student must initiate contact with the Office of Student Success to set up an intake meeting, and provide documentation of the disability from an appropriate qualified medical provider. Documentation should be typed on letterhead and should provide the following:

    - A current, clearly stated diagnosis of the disability.

    - The student's functional limitation in an academic environment.

    - Clear and specific recommendations for accommodation.

    - A statement that the disability is a substantial limitation to a basic life process.

    - Signature, printed name, title, and professional credentials of the medical provider, as well as the area of specialization. The provider should have experience and training with adult populations.

    - Documentation must be recent (See Director of Student Success for specific guidelines), relevant and comprehensive, and contain test scores and interpretations where appropriate.

    - If documentation is incomplete or inadequate in determining the extent of the disability, the College has discretion to require additional documentation from the provider or an independent medical examination.

    - Date of the evaluation.

- Documentation that does not contain this information cannot be considered until all information is received/provided. Students who do not provide full information may be asked to follow up with their provider for missing information.

- Once a need is identified, the student and the College will engage in an interactive process to consider appropriate options for reasonable accommodation. This process will involve reviewing the documentation provided by the student and his/her provider, and consulting with the student and the appropriate departments.

- If the student should request accommodations from the faculty directly, he/she should be referred to the Office of Student Success.

- The Office of Student Success, in consultation with other departments as appropriate, will put reasonable accommodations into place in a timely manner. The Director of Student Success will work with faculty and staff in order to facilitate implementation of accommodations. Once accommodations are granted, the student will work with the Office of Student Success and provide any updated documentation when applicable.

Dispute of accommodation decisions or process

Students who wish to challenge any part of the accommodations process may do so under College Policy ADM 1.06 — Appeal Process for Student Grievances/Complaints: Academic and Non-Academic.

Disclosure and confidentiality

Student disclosure of a disability is voluntary. Information pertaining to an applicant's or student's disability will be shared only among those in Administration who have a need to know in order to evaluate and facilitate the request for reasonable accommodation and the applicant's or student's qualifications. The College considers disability-related information as confidential material and will protect it in accordance with the Family Educational Rights to Privacy Act (FERPA). Information will not be released unless:

- The student provides written authorization;

- The information is required by law;

- The information is needed in order to assist the student with an educationally-related issue.

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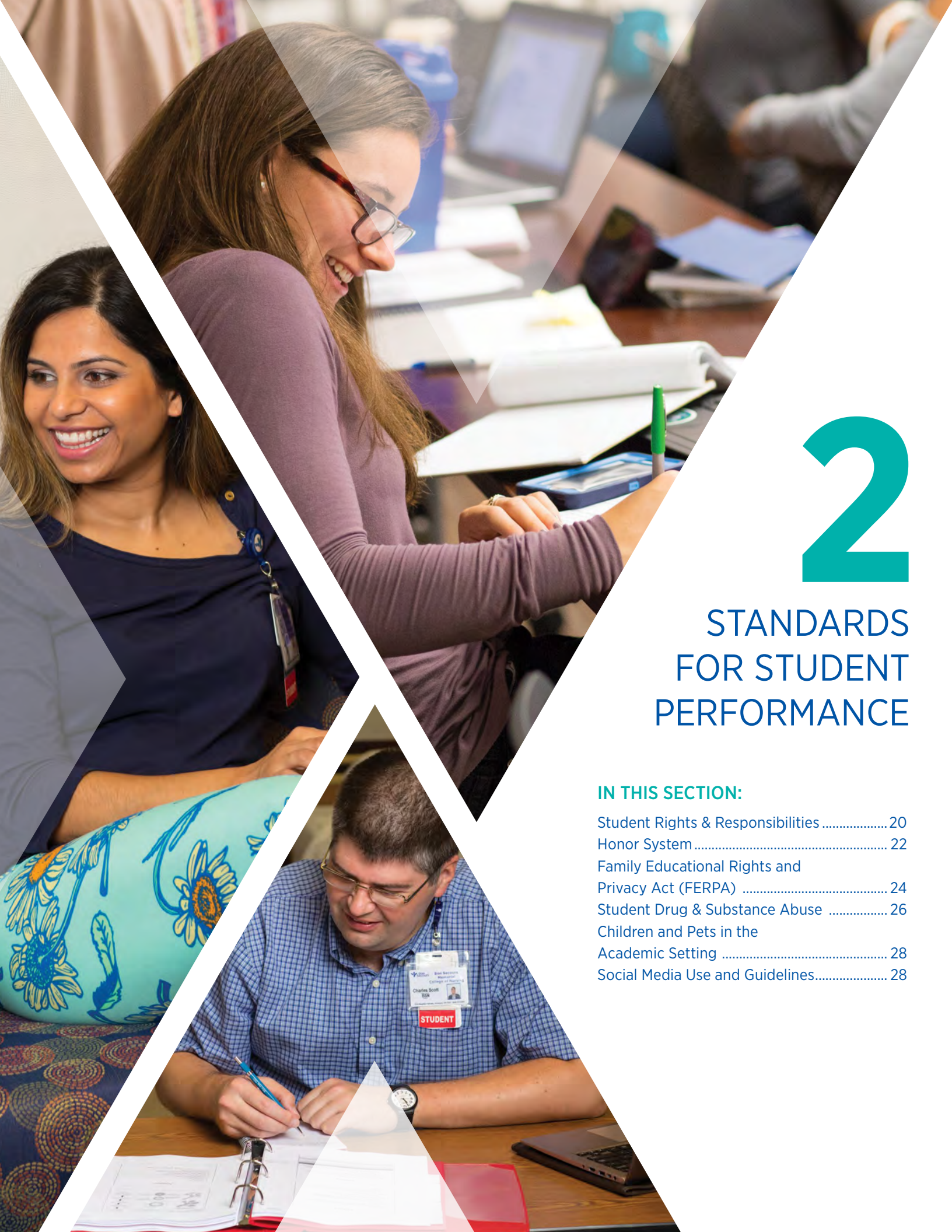
STANDARDS FOR STUDENT PERFORMANCE

IN THIS SECTION:

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

Every student has the 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

Responsibilities

A student's acceptance of admission into the College of Nursing signifies that the student has an interest in learning and that he or she wants to be a part of this academic community. As such, the student will be required to:

- Respect the learning environment and its members

- Devote the amount of time and effort necessary to meet the educational objectives

- Conduct himself or herself in a manner consistent with ethical, legal and professional standards

- 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 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

- willingness to accept guidance and direction

Authority of College

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 patients, students, faculty, or staff

- Substance abuse

- Violation of local, state, or federal laws

- Misuse, destruction, or damage of College property

- Sexual harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person involved in educational or College activities, in the online environment, or in clinical areas

- All forms of dishonesty

- Unprofessional and/or disruptive conduct

- Inappropriate use of social media

- Conviction of an offense that would render the student unemployable by Bon Secours Richmond 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 verbal 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. May include a corrective plan of action that must be followed by the student.

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 enrollment 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.

Reporting Procedure; Right of Removal

In the event that a student is suspected of violating any provision of this Policy, then the appropriate faculty or staff member promptly shall provide the student with verbal notice of the suspicion and an opportunity to tell his or her account of the incident, allowing for the student to also present his/her understanding of the incident verbally, through virtual means if necessary. If the faculty or staff member thereafter concludes that there has been a violation, a written report shall be made to the Student Services Coordinator. The Student Services Coordinator will proceed with the process outlined below in coordination with the Dean of Student Services or Dean of Nursing as appropriate. Notwithstanding such reporting obligation, the faculty or staff member shall have the immediate right, where reasonably necessary at 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 the academic environment, from a clinical setting, or from any other College-related activity or function.

Investigation

Upon receiving a report of a suspected violation of this policy, the Student Services Coordinator, on behalf of the Dean of Student Services, shall provide the student with a 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 verbally, through virtual means as necessary. The Student Services Coordinator is permitted up to 10 business days to complete an investigation of the allegation and provide the findings to the Dean of Student Services.

Disciplinary Process

Upon receipt of the findings from the Student Services Coordinator, the Dean of Student Services will schedule a meeting to review the case with the accused student. The Dean of Nursing will join the Dean of Student Services as appropriate.

In the event that, after complying with such procedure, the student is found to have violated any provision of this Policy, then the Dean/s 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 Paragraph VI above. Any such finding of a violation will be entered into the student's official record, together with a statement of the disciplinary sanctions imposed. Disciplinary sanctions, other than suspension and dismissal, will be removed from the student's record upon the student's graduation or permanent departure from the College.

In circumstances where there has been a potential confidentiality breach or social media violation the appropriate faculty or staff member should verbally alert the student regarding the concern and report this to the nursing program coordinator. The program coordinator will work with the Bon Secours HIPAA Privacy Analyst to conduct an investigation. If the student/s are found to have violated confidentiality or the BSHSI Social Media Policy, SYS.COM 001, the HIPAA Privacy Analyst in conjunction with the Dean of Nursing and/or program coordinator will determine disciplinary actions for the student/s involved.

Decision Standard *— Decisions made in student conduct cases are determined on a preponderance of the evidence. A preponderance of the evidence is evidence that as a whole shows that the fact sought to be proved is more probable that not.*

Appeal Procedure

Refer to policy ADM 1.06 on the College's website.

Retaliation

BSMCON has zero tolerance for retaliation against any individual who reports a suspected violation of the above policy in good faith. Incidents of retaliation violate the above policy and will be subject to disciplinary action.

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

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 integrity, and to provide an opportunity for self-government and self-discipline. Each student must assume responsibility for acting honorably in all situations and upholding the policies, and expectations of BSMCON.

The Honor Pledge

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

"I pledge that I uphold the Honor Code System and policies of Bon Secours Memorial College of Nursing" or the abbreviated statement of, **"I pledge."**

Honor Officials

Honor Council Members

- Members of the Honor Council include: Council Chair, Council representatives, the President of the Student Government Organization (SGO), and any "alternate" representatives or elected members of the SGO.

- Each Honor Council member must be a student in good standing and each member is charged with fully understanding the Honor System and displaying ethical behavior at all times.

- In the event of the absence of any required Honor Council member, the Honor Council Chair will appoint an alternate/designee.

- Honor Council members have the obligation to relinquish their role if prior involvement with the accused or the situation would prevent an objective opinion.

- The members of the Honor Council must exhibit integrity and impartiality, maintain confidentiality, and demonstrate knowledge of the Honor System.

- Honor Council Representative is a year round commitment; fall, spring and summer semesters, as needed.

Honor Advisor and Honor Sponsor

- Honor Advisors and the Honor Sponsor are employees of BSMCON in good standing who serve as liaisons, consultants, and educators to the student body, faculty, and administration on matters related to the Honor System.

- The Honor Advisors are the SGO Advisors and the Honor Sponsor is the Dean of Student Services. The contact information for the Honor Advisors can be found under the Student Government Organization section of the Student Organization page on the College website.

- The Advisors and the Sponsor have full access to all information regarding the specific honor violation, the hearing, decision and recommended corrective measure(s). The Dean of Student Services may appoint a designee to coordinate/facilitate the investigation as needed.

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 formally or informally.

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 work (paper, care plan, discussion board, post, etc.).

- 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. This includes the sharing of notes taken during a test review.

- 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 officials for investigation.

Reporting Violations of the Honor Code

Obligation to Report

Each student and/or faculty member is responsible for reporting in writing any suspected Honor Code violation to the Honor Advisor within 5 business days of the date on which he or she has knowledge of the violation, unless there are unusual circumstances. Those reporting must submit a signed, written, factual account, along with any supporting documents, about the suspected honor violation and submit it to the Honor Advisor within this time frame.

Self-Report

A student who violates the Honor Code may self-report and must do so within three business days of occurrence of the violation(s). An initial admission may be given verbally or via email, but a written report signed by the student must be submitted to the Honor Advisor no later than one business day after making the initial admission. Self-reported cases will be handled by the Honor Council Chair (or designee), the Honor Sponsor and the VP/Provost.

Retaliation

- BSMCON has zero tolerance for retaliation against any individual who reports a suspected Honor Code violation in good faith.

- Incidents of retaliation violate the student conduct policy (ADM 3.21) and will be subject to disciplinary action under that policy.

Investigation

The Honor Advisors (and Student Services Coordinator as needed) 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 Advisors are permitted up to 10 business 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 information will be provided to the VP/Provost and Dean of Student Services to begin an Honor Review.

Honor Review

When sufficient evidence of a possible violation exists, the process will be handled administratively through a case review by the Honor Council Chair (or designee), the Honor Sponsor and the VP/Provost (or designee). If the VP/Provost is unavailable, a designee may be appointed. The Honor Review panel will convene as timely as possible, but within a maximum time frame of 7 business days from the time of receipt of the case.

Decision Standard — *Decisions made in honor review cases are determined on a preponderance of the evidence. A preponderance of the evidence is evidence that as a whole, shows that the fact sought to be proved is more probable than not.*

Corrective Measures

- The VP/Provost will review all materials presented in an Honor case and will consult with the Honor Sponsor and an Honor Council Chair (or designee) to make the final determination regarding corrective action. If it is determined that the accused student has not violated the Honor Code during the investigation, the matter will be dismissed.

- 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 dismissal 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 Sponsor and VP/Provost.
  - Corrective measures will be determined by the VP/Provost. The Vice President/Provost will render a

final decision in writing, provided to the accused student no later than 5 business days from review of the case information. The corrective measure(s) imposed is entered into the student's official record and retained permanently.

Appeal Procedures

An Honor Review outcome decision appeal constitutes a Level III grievance/appeal. Students should refer to the Level III grievance procedures in policy ADM 1.06 for specific information.

References

Langone, M. (2007) Educational innovation: Promoting integrity among nursing students. Journal of Nursing Education, 46 (1), 45-47.

Tippitt, M., Ard, N., Kline, J., Tilghman, J., Chamberlain, B., Meagher, P. (2009). Creating environments that foster academic integrity. Nursing Education Perspectives, 30 (4), 239.

BON SECOURS MEMORIAL COLLEGE OF NURSING

THE HONOR PLEDGE

I pledge that I uphold the Honor Code System and policies of Bon Secours Memorial College of Nursing.

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 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.

- Compliance with state or federal laws mandating notification to certain individuals of the final result in disciplinary proceedings.

- 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 at the beginning of each semester.

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 (800) 872-5327
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.

Students may update or change their FERPA settings in the student portal CampusNexus, the College's Student Information System. To do this, go to: https://www.bsmcon.edu/quicklinks, student portal, user name is firstname_lastname, click on My Profile and then MY FERPA.

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.

Student Drug and 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 and employees by assuring that a drug-free workplace is maintained and that students are unimpaired by the effects of drugs or alcohol. The College has established this policy in compliance with this commitment to the federal Drug-Free Schools and Communities Act of 1989 and, as applicable, the Drug-Free Workplace Act of 1988 (US Code Title 41, Chapter 10, Section 701).

The law requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, an institution of higher education must certify that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Policy

The risks associated with the use of illicit drugs and abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration and devastating effects on family and friends. There are obvious risks such as suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse that students and employees might not realize, including:

- Poor academic performance

- Poor job performance

- Poor social interactions

- Unwanted and inappropriate sexual activity

- Sexually transmitted diseases, including HIV/AIDS

- Pregnancy

- Jeopardizing future career prospects

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to fellow classmates, the public and to unborn children.

All students and employees must adhere to definitions of substances (Appendix A) and alcohol (Appendix B) laws in state and federal laws concerning drug and alcohol use and are expected to conduct themselves in a manner consistent with College expectations. The College expressly prohibits the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol by students and employees on College property or as part of any of its activities. College property is defined as: any building or property owned or controlled by the College or property that is within the same reasonably contiguous geographic area of the College and used by the College in direct support of, or in a manner related to, the college's educational purposes, including (i) property within the same reasonably contiguous geographic area of the College that is owned by the College but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor), and any (ii) property that is within the same reasonably contiguous geographic area of the college, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the college if the facility is used by the college in direct support of, or in a manner related to the college's educational purposes. Alcohol use by employees, students and guests is only permitted on College property at approved school-sponsored events within the limits of applicable law. Employees and students must ensure they consume alcohol responsibly at such permitted events.

In order to maintain a safe learning environment, it is expected that students will not be impaired by illicit drugs or alcohol during instruction or practicum work. Faculty, staff and students should report to administration their reasonable suspicion that a student is impaired by alcohol or drugs during practicum work. If, upon investigation and review of the report, the Dean of Student Services (or a designee) concurs that there is reasonable suspicion of impairment by alcohol or drugs, the student will be required to immediately submit to drug and alcohol testing through a contracted drug testing company. The Dean of Student Services may, but is not limited to, seek consultation with a third-party vendor for assistance with determining whether such reasonable suspicion exists and for administering the testing process. A student is impaired if he or she displays behavior or conduct which suggests that his/her ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs or alcohol. Observable signs that could create a reasonable suspicion of impairment include: physical signs such as swaying, holding onto things, dilated pupils, stumbling, slurring of speech or unusual appearance such as stained clothing, unusual odors, overall messy appearance. The student will be required to pay for testing. Refusal to undergo testing is treated as a positive test. Except as limited by applicable law, positive results on the test will result in discipline, up to and including the student's dismissal from the College. Students also

may be subjected to testing in accordance with the policies of a practicum site, and a positive test resulting from the application of any such policy will result in discipline, up to and including the student's dismissal from the College.

Confidentiality of testing results will be maintained to the extent practicable given the need for investigation and enforcement of this and other policies. Any student who violates ADM 3.21 Student Rights and Responsibilities as it relates to alcohol and drug use is subject to sanctions as listed in the policy. If a student provides proof that a positive test was the result of prescribed medications (a copy of the prescription or verification from the healthcare provider that they are taking medication under supervision), the College will make record of such and consult with legal counsel as to the resolution of such matter.

Employees will be subject to testing in accordance with applicable policies.

State and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drug. Penalties for drug offenses depend on the nature and severity of the offense but include imprisonment and fines of up to $100,000. Similarly, applicable law prohibits the possession of alcohol by an underaged individual or the distribution of alcohol by an unqualified individual. These laws carry penalties for violations, including monetary fines and imprisonment. Penalties for misdemeanor alcohol offenses could include confinement of up to 12 months and/or fines of up to $2,500. Penalties for felony alcohol offenses include imprisonment up to 5 years, jail time of up to 12 months and fines of no more than $2,500.

The College will impose disciplinary sanctions on students and employees (consistent with local, state and federal law) for violations of this policy. Such sanctions may include, but are not limited to, suspension or expulsion from the College, employment counselings, or suspension or termination of employment by the College as provided by the progressive discipline policy covering College employees, and referral for prosecution.

Unless prohibited by applicable law, accepted students may be required to successfully complete a screening for illicit drugs to fulfill admission requirements. Except as limited by applicable law, 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.

The College cooperates fully with law enforcement authorities. Violations of this drug and alcohol policy, applicable policies relating to employees, and

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.

The REACH Student Assistance Program can provide confidential consultation and referral to students with problems or concerns related to alcohol and/or drug use. Information about substance abuse and treatment programs is also available in the Office of Student Success. The Bon Secours Employee Assistance Program can provide free, confidential counseling and assistance with substance abuse and other issues.

Appendix A

Controlled Substance: definition of drug or substance found in section 54.1-3401 (http://leg1.state.va.us/000/cod/54.1-3401.HTM) and Schedules I and Schedules 2 of Sections 54.1-3446 through 3456 of the Code of Virginia (https://law.lis.virginia.gov/vacodefull/title54.1/chapter34/article1), as amended, and Section 202 of the Federal Controlled Substances Act (21 U.S.C. 81).

Appendix B

Alcohol: Any product as defined in The Alcoholic Beverage Control Act, Title 4.1 of the Code of Virginia, as amended (https://law.lis.virginia.gov/vacodefull/title4.1/)

Policy Distribution and Review

On an annual basis, the College will distribute this policy to each of its employees and students who are taking one or more classes for any type of academic credit (except for continuing education units).

The College will biennially review this policy to (i) determine its effectiveness and implement changes to it as needed, and (ii) ensure that discipline for violations of this policy are consistently enforced.

This policy implements the Drug Free Schools and Communities Act (20 U.S.C. 1145g).

Children and Pets in the Academic Setting

The College is an institution of higher learning and as such, the environment is not always well suited for children or pets. Children are permitted on College facilities for social events and brief visits. Children must be accompanied by an adult at all times and the adult must be mindful of any distractions this may cause others while at the College. Children are not permitted to be in the classroom or practicum setting. Pets, with the exception of documented service animals, are not permitted in any College facility.

Social Media Use and Guidelines

As a part of the larger Bon Secours Mercy Health Incorporated, all college faculty, staff and students are expected to adhere to the social media guidelines and policy located on the company intranet. Student violations of the Social Media Policy will also be considered a violation of student conduct expectations and will be handled as such.

3

REGISTRATION PROGRESSION & GRADUATION

IN THIS SECTION:

Reviewing Classes with Your Advisor

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.

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 must 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.

Add/Drop/Withdrawal from a Course

The Add/Drop Period begins on the first day of the semester as indicated on the College's Academic Calendar and continues until midnight, 10 days after the first day of the semester. A student may add or drop courses during the Add/Drop Period through the College student information system (Campus Nexus) or by submitting an electronic form to the Registrar. Courses dropped during the Add/Drop Period are removed from the student's schedule and are not reflected on the transcript.

- Once the Add/Drop Period has ended, a completed electronic Withdrawal 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 to withdraw from semester enrollment after the 60% point in a semester or session by submitting a written request to the Dean. Supporting documentation must be provided with the request for a late withdrawal. Refer to ADM 2.02 College Grading System policy for additional details. Petition for exceptions to administrative withdrawal parameters are considered.

- 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 successfully completed courses prior to enrollment for transfer credit.

The College's website includes a sample listing of courses from Virginia public institutions that have been accepted for transfer credit. This information is a guide indicating 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 received in envelopes sealed by the issuing institution

- Course content and credit was 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.

No credit is awarded for experiential learning or life experiences.

Credit through Examination

Transfer credit may be awarded for successfully completed College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB) examinations that cover material that is part of the College curriculum. Students may receive transfer credit for CLEP exams while enrolled. Post-licensure applicants may receive transfer credit for National League for Nursing (NLN) proficiency testing; there is a $35 fee to take the NLN exam.

Specific information on acceptable exams and scores is on the College website. Additional information about NLN exams is available through the Admissions Office.

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.

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.

Academic Status and Satisfactory Academic Progress

Academic status, financial aid status, and satisfactory academic progress (SAP) of students is monitored as mandated in federal regulations. Satisfactory Academic Progress policies and procedures exist to measure the academic progress of students in meeting their degree requirements in a timely manner.

Academic Status

Good Academic Standing

A student who is enrolled at the College is in "good academic standing" until such time as the student is placed on academic warning, probation, or is academically dismissed. Students should consult their program of study regarding specific academic standards constituting good standing in the program (Policy NUR 2.02). Students must be in good academic standing and have a minimum cumulative grade point average of 2.0 in order to be eligible to graduate from the College.

Academic Warning

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 Warning for a period not to exceed one semester.

Readmitted students potentially may not have a cumulative GPA of 2.0, or, may not have completed 67% of all attempted credits upon their return. A readmitted student who does not meet these SAP standards will return on academic warning.

Students on Academic Warning are strongly encouraged to contact the Office of Student Success to develop an academic plan for success. It is the student's responsibility to ensure his/her academic success. Students on Academic Warning and who are receiving financial aid will be placed on Financial Aid Warning.

Academic Probation

Students who fail to return to good academic standing at the end of the warning period are placed on Academic Probation for a period not to exceed one semester (fall, spring, 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 SAP Appeal has been approved.

Dismissal

Students who fail to return to good academic standing at the end of the probation period are academically dismissed, and must resign from the College. Students may also be dismissed for administrative reasons.

Students are notified in writing by the Office of the Registrar when there is any change in academic status.

Appeals

Students have the right to appeal all academic and administrative decisions, per policy guidelines. See policy ADM 1.06 Appeal Process for Student Grievances/ Complaints: Academic and Non-Academic.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) must be maintained by all students whether they receive financial aid or not. Meeting SAP ensures students complete their degree in a timely manner. The College calculates satisfactory academic progress each semester.

The College measures progress according to the U.S. Department of Education guidelines. There are three measures for SAP:

- **Cumulative Grade Point Average (GPA):**
  (Qualitative Measure)
  In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA of 2.0.

- **Percentage of Attempted Courses Completed (PACE):**
(Quantitative Measure)
Students must successfully complete at east two-thirds (67%) of all attempted credits (cumulative), including transfer credits.

- **Maximum Credits for Program Completion:**
(Time Frame)
Students may not exceed 150% of the credits necessary for a degree, see table 1. Federal regulations limit financial aid eligibility to 150% of the credits necessary for a degree. Students who have attempted 125% of the credits necessary for their degree will be notified that they are approaching the maximum time frame and are in jeopardy of losing their financial aid. Once a student has attempted the maximum number of credits, eligibility for federal financial aid will end.

TABLE 1

BSN PROGRAM	STANDARD PROGRAM CREDITS	MAXIMUM PROGRAM CREDITS (150 PERCENT OF STANDARD)
Pre- and Post- Licensure (2010–2017)	124	186
Pre- and Post- Licensure (Beginning Fall 2018)	120	180

TABLE 2 PRE-LICENSURE

TERM	CREDITS ATTEMPTED	REQUIRED MINIMUM GPA	TIME FRAME
Year 1	46 credits	Admission GPA for program	25%
Year 2	60 credits	2.00	50%
Year 3	90 credits	2.00	75%
Year 4	120 credits	2.00	100%
Year 5	150 credits	2.00	125%
Year 6	180 credits	2.00	150% (max.)

TABLE 3 POST-LICENSURE

TERM	CREDITS ATTEMPTED	REQUIRED MINIMUM GPA	TIME FRAME
Year 1	46 credits	Admission GPA for program	50%
Year 2	120 credits	2.00	100%
Year 3	150 credits	2.00	125%
Year 4	180 credits	2.00	150% (max.)

SAP is verified at the end of each semester. Students receiving financial aid must maintain SAP toward their degrees in order to remain eligible for scholarships and financial aid programs. Failure to maintain SAP will result in cancellation of eligibility to receive funds from federal (Title IV), state, private, and College aid programs. Recipients of financial aid are notified in writing by the Office of Financial Aid when SAP changes their financial aid status.

The minimum percentage of work that a student must successfully complete at the end of each semester in order to complete the education program within the maximum time frame previously defined in this policy may be attained by following the sample curriculum guide for their program of study.

At the discretion of the College, a student may be placed in an extended enrollment status and may receive the original academic credential for which he or she enrolled provided there are no additional financial obligations to the College and the requirements to graduate are met.

Definitions

Academic Plan for Success: The student, in conjunction with the Office of Student Success, will develop a plan for improving his/her academic performance and identify support resources that will aid the student in achieving good academic standing/SAP.

Incomplete Grades: Courses receiving a grade of incomplete are counted in the student's attempted credits. However, these courses cannot be counted in a student's earned credits until the student has received a completion grade. If a student fails to meet the 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: Approved 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. 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 are included in a student's GPA. Transfer credits accepted towards completion of student's degree 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 degree completion, and meeting SAP requirements.

Financial Aid Status

Financial Aid Good Standing

A student who is receiving financial aid at the College is in "financial aid good standing" until such time as the student fails to meet SAP standards and is placed on financial aid warning, financial aid probation, Financial Aid Termination or is academically dismissed.

Financial Aid Warning Status

Students on Academic Warning receiving financial aid will be automatically placed in a Financial Aid Warning Status for one semester and are expected to meet SAP requirements by the end of that semester. Students who fail to meet satisfactory academic progress requirements at the end of the financial aid warning status semester

will lose their eligibility for financial aid and will be place on Financial Aid Termination. However, with a successful Financial Aid SAP appeal, those students will be placed on Financial Aid Probation and will retain financial aid eligibility.

Financial Aid Probation

Students who have successfully appealed the loss of their financial aid will be placed on Financial Aid Probation. Students on Financial Aid Probation are eligible to receive financial aid for one semester, after which they MUST be meeting all of the Satisfactory Academic Progress standard or the requirements of an academic progress plan that was preapproved by the by the Office of Student Success.

Financial Aid Termination

Students in any of the below categories will be placed on Financial Aid Termination status and are no longer eligible for financial aid until SAP standards are met. Students may not appeal this status.

1. Students who are unsuccessful in meeting the SAP standards and choose not to submit a financial aid appeal.
2. Students who have NOT met SAP standards after being placed on Financial Aid Probation for one semester or completion of their "Academic Plan for Success."
3. Students who reach the maximum credits for program completion. Federal regulations limit financial aid eligibility to 150% of the credits necessary for a degree.

Financial Aid Appeal Process

Financial Aid Appeal: Personal statement and supporting documentation asking for financial aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a probationary semester (Student Status — Financial Aid Probation) and require that the student sign an "Academic Plan for Success."

Students who fail to meet Satisfactory Academic Progress requirements at the end of the financial aid warning status semester will lose their eligibility for financial aid and must submit a Financial Aid Appeal and an "Academic Plan for Success" to the Office of Financial Aid for consideration of reinstatement for one semester, after which they must be meeting all of the satisfactory academic progress standard or the requirements of an "Academic Plan for Success" that was pre-approved by the by the Office of Student Success. 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.

Students must meet with the Office of Student Success to develop an "Academic Plan for Success" to reestablish SAP. The student will have 10 business 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 an "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 to be 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 and the student is assigned a status of Financial Aid Termination. The student may not appeal this decision.

Financial Aid Reinstatement

Students assigned a status of Financial Aid Termination will have their financial aid eligibility reinstated for the following semester if they make SAP at the end of their current enrolled semester.

Source

34 CFR § 668.34 –Satisfactory academic progress, N.P., e-CFR Data as of May 8, 2018, http://www.ecfr.gov/cgi-bin/text-idx?SID=4915fe2cb9ff9deaf964c6a941d46a5a&node=pt34.3.668&rgn=div5#se34.3.668_134

Federal Leave of Absence

From time to time circumstances might compel students at the College to interrupt their enrollment. Due to the Nursing course structure and clinical progression, Leave of Absence (LOA) is not offered. Refer to the Standard Period of Non-Enrollment (SPN) policy below.

Standard Period of Non-Enrollment and Permanent Resignation

A student is expected to remain continuously enrolled while pursuing their degree. Continuously enrolled is defined by course enrollment in Fall and Spring courses or on a leave of absence for one semester; however, a student may find it necessary to discontinue the pursuit of academic endeavors either for one semester or permanently for a variety of reasons. A student who takes a leave of absence for one semester is considered to be on a Standard Period of Non Enrollment (SPN). A leave of absence is called Standard Period of Non Enrollment (SPN) in the student information system.

- **Standard Period of Non Enrollment (SPN)** is a leave of absence

- **Voluntary SPN** is a leave of absence that is initiated by the student. A Voluntary SPN is granted only when the student is in good standing with the College. A student is in good standing if he/she is meeting Satisfactory Academic

Progress (SAP). Refer to the Satisfactory Academic Progress Policy for specific information (ADM 2.06). To apply for a SPN, the student must submit the SPN form to the Registrar before the beginning of the semester. If a SPN is granted, the change in the student's status will be completed in the student information system by the Registrar.

- **Involuntary SPN** is a leave of absence that is initiated by the College.

- **Active Duty Military SPN** is a leave of absence for any student placed on active duty for two weeks or more. The SPN may be initiated by either the student or the College to assist the student.

- **Permanent Resignation** is a student initiated permanent resignation from the College indicating 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.

The Administration of the College may place a student on Involuntary SPN if a student demonstrates behavior that is a concern to the physical well being of faculty, students, and/or staff; the campus safety, security, and/or property; lack of communication or academic engagement.

A student who is placed on active duty for two weeks or more will be placed on military SPN. Students must submit documentation/orders regarding the return to active duty to the Registrar. Students placed on active duty military SPN will receive a grade of "WA" (withdrawal administrative) and a full refund for all courses in which they are currently enrolled. When the student is ready to return from leave, he/she must contact the Registrar to arrange for re-entry. The student is eligible for reinstatement to the College without requalification for admission if the student provides a letter of intent to return to the institution no later than one (1) year after the completion of the period of service. Prior to reinstatement into the College of Nursing, the student must meet with the Program Coordinator to determine the impact of their absence, their ability to resume study, and placement into the program. If the student is required to repeat courses previously taken, there will be no tuition charged for those courses.

Guidelines for Voluntary and Involuntary SPN

- There must be a reasonable expectation that the student will return from the SPN in order for a SPN to be granted.

- While on SPN, the student may not enroll in any other College or University.

- A student on an approved SPN is considered affiliated with the College but on a one (1) semester leave of absence.

- If you do not contact the College after one (1) semester of

SPN you will be dismissed effective the date the student began the SPN.

- If a student desires to extend a SPN, the student must request the extension. Any granted extension will not be for longer than a period of one year from the time the student originally began the SPN. The maximum length of time allowed for a SPN is two (2) consecutive semesters after which the student must reapply for admission.

- A student receiving financial aid must contact the Financial Aid Office prior to taking the SPN so the student may be advised of the impact of the SPN on their finances/loans/grace period.

- Students receiving financial aid are responsible for contacting any and all lenders regarding the impact of loan repayment. The grace period could be impacted by their enrollment status and this could affect the repayment of loans.

- Students may return from SPN at the beginning of a semester (defined as August and January). When the student is ready to return from the SPN he/she must contact the Registrar to arrange for re-entry. There is no guarantee that a seat will be available in the class in which the student wants to return.

- It is the responsibility of the student who is on SPN to meet with his/her advisor during the semester prior to returning to the program to develop a plan for their return.

Permanent Resignation

- A completed Request for Permanent Resignation from the College form must be submitted to the Office of the Registrar.

- When permanently 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. The Registrar will notify Reynolds Community College (a consortium school) of the student status change.

- College Initiated Permanent 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
  - Failure to meet Essential Technical Standards (see NUR 1.02)

Graduation

Requirements

To be eligible to receive a degree, a student must:

- Have a minimum GPA of 2.0 to be eligible for graduation.
- 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 percent 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 an attestation form required by our accreditors.
- Complete all BSN program requirements.
- Settle all indebtedness to the College to include the 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.

Graduation Exercises

Graduation exercises are held twice a year at the close of the fall and spring semesters. Students that complete requirements during the summer semester will have their transcript updated to the status of graduate at the end of the term. The diploma will be available in December. They may participate in the fall ceremony (held in December).

Students may participate in graduation exercises if they have fulfilled all administrative responsibilities and are expected to complete all degree requirements in the semester for which they have applied to graduate.

Official academic regalia is required to participate in the graduation ceremony. The cap and gown may not have ornamentation or be altered.

Graduation Honors

Graduation honors are awarded to undergraduate students who have maintained high levels of scholastic achievement. Levels of honor are:

3.50 – 3.749	cum laude	(with distinction)
3.75 – 3.899	magna cum laude	(with high distinction)
3.90 – 4.0	summa cum laude	(with highest distinction)

Latin honors apply only to baccalaureate students. Honor listing on transcripts will be calculated based on all coursework while enrolled at the College only. 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.

Cords and Stoles

Designated service and academic cords and stoles are awarded to undergraduate students who have participated in service trips, provided service to the College, received Latin Honors and/or have been inducted into the Nursing Honor Society. Examples of service include Ambassadors, SGO, Honor Council, mission trips (Haiti, RAM, etc.) and Alternative Spring Break. Only cords and stoles issued by the College are permitted.

Transcripts

The College maintains a permanent electronic 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. Official transcripts are ordered electronically through Parchment. The College does not fax or email transcripts to individuals or institutions due to FERPA security issues. Transcripts cannot be issued until all obligations to the College have been fulfilled.

Transcripts are maintained in the Office of the Registrar in a locked fire proof cabinet. Once the student graduates the records are maintained by an off-site secure record storage facility or scanned into our secure electronic software. Student records are kept indefinitely.

An official copy of a transcript must be signed. Official transcripts are often required when applying to another college or university.

An unofficial copy of a transcript is not signed. These are often used for students' personal records.

Parchment (www.parchment.com) provides electronic transcript service to our students and alumni.

The student/alumnus opens an account with Parchment and makes the request for a transcript. The Bon Secours Memorial College of Nursing Registrar receives the request and will upload the official transcript to the Parchment site. The transcript is delivered in 2 to 4 business days to the student/alumnus requested destination.

Only College transcripts may be requested or released.

Transcripts and documents from other institutions are the property of the College and, as such, are under the control of the Office of the Registrar. Under federal policy, a student has the right to view the documents in his or her file; the College is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to the College for admission or credit transfer become the property of the College and cannot be returned to the student or forwarded to other institutions.

At the end of each semester during which a required general education course is taken, 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. Should a grade indicate that a student has not met progression requirements, the College reserves the right to remove the student from courses. The refund policy will be applied.

Courses taken prior to admission to the College and accepted for transfer credit appear on the transcript as transfer courses. For general education courses taken while enrolled at the College, the transcript indicates the name of the institution, if the course was taken elsewhere, earned grade, credit hours and quality points. Honor listings on transcripts are calculated based on coursework while enrolled at the College only.

The College accepts electronically transmitted 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.

Course Coding System

The course coding system uses a maximum of eight characters. The first three letters identify the discipline, followed by four numbers to identify the particular course, and may be followed by an alphabetical suffix "P" to identify practicum courses. Course numbers in the 1000 and 2000 range indicate foundational courses designed to prepare students for more advanced coursework. Course numbers in the 3000 and 4000 range indicate upper division courses taken by students in their junior and senior levels.

Alpha Prefix	1st Number	2nd Number	3rd Number	4th Number	Alpha Suffix
(Discipline)	(Curriculum Level)	(Curriculum/Program)	Cluster, Topical Relationships	May indicate sequence or relationship, if any, between courses	Practicum Corequisite
BIO = Biology	0 = Pre-enrollment	0 = General Education	0 = Foundations		P = Practicum
HNU = Human Nutrition	2 = Sophomore	2 = RN-BSN/ Post-licensure	2 = Research		
HSS = Human and Social Service	3 = Junior	3 = Both Programs	3 = Elective		
HWE = Health and Wellness	4 = Senior		4 = Professional		
NUR = Nursing					
PHI = Philosophy					
PHR = Pharmacology					

Examples:
NUR 3208 = Nursing, junior level, RN-BSN/Post-licensure, foundations
NUR 4115P = Nursing, senior level, BSN/Pre-licensure, specialty course, practicum

4

FINANCE: STUDENT ACCOUNTS & FINANCIAL AID

IN THIS SECTION:

Finance

The Dean of Finance is responsible for management and oversight of the Business Office (Bursar and Senior Accountant) and Financial Aid Office (Director of Financial Aid, Financial Aid Specialist and Financial Aid Counselor). The Business Office and Financial Aid Office have segregation of duties; however, both are integral parts of the student account process. Contact information is provided at the end of Section 4.

BSMCON Tuition & Fees

BSMCON tuition and fees are assessed based upon the rates listed in the table below. Tuition represents charges incurred for academic instruction and Fees represents charges for student learning resources, technology, verification services, campus activities, student benefit funds and graduation activities. Beginning with the Fall 2019 semester, students will incur charges for Uniforms and CPR certification (if applicable) on the Registration Bill. BSMCON's tuition and fee structure is consistently applied to both the BSN and RN-BSN programs and regardless of in-state or out-of-state residency. BSMCON reserves the right to make changes to the tuition and fee structure as needed. Any such changes will be communicated via email and announcements in CampusNexus — Student Portal.

Tuition & Fee Rates

$400.00	Tuition (per credit hour)
$85.00	Fee (per credit hour)
$80.00	Uniform (2 sets of scrubs)
$105.00	Uniforms (2 sets of scrubs & jacket)
$55.00	CPR Certification

There are certain costs that students will incur that are not assessed within the BSMCON Tuition and Fee structure. Students should budget for these additional expenses:

- Books, supplies, annual background checks, NCLEX licensure examination
- Shoes, stethoscope, watch with second hand and any other items required by the nursing program
- Transportation and parking fees
- Examination for credit fee (reference Chapter 3, Registration, Progression and Graduation for further details)
- Student activities such as mission trips and community service

Tuition Discount

An Employee Discount is offered to Bon Secours Health System, Inc. ("BSHSI") full-time, part-time and PRN employees and legal dependents (per IRS Code) of full-time employees. The discount, which is 20 percent of tuition (not fees), is scheduled and indicated in the Charges and Discounts section of the Registration Bill. Students, who are eligible to receive an Employee Discount, are required to submit the Employee Discount Form to the Bursar thirty (30) calendar days prior to the start of each semester. The form is located on the BSMCON website under Financial Aid — Forms section.

Reynolds Community College — Consortium Agreement & Tuition

BSMCON has a consortium agreement with Reynolds Community College ("RCC") that allows BSMCON students to enroll in required general education courses that are not offered at BSMCON. Students who elect to utilize RCC for the completion of general education courses will contact the RCC Registrar's Office to complete enrollment and registration. Upon registration, RCC will invoice BSMCON directly for the tuition incurred. RCC tuition charges will be reflected on the BSMCON Registration Bill based on the in-state or out-of-state RCC tuition rates listed in the table below. Students enrolled at RCC are required to adhere to procedures and submit documentation to the BSMCON Registrar's Office. The consortium agreement provides that BSMCON acts as the primary institution with regards to Federal Financial Aid. For students attending RCC general education courses, all Federal Financial Aid will be packaged and disbursed by BSMCON.

Students are encouraged to utilize the consortium agreement with RCC. However, if a student decides to remit payment directly to RCC, the student is required to provide proof of payment to the BSMCON Bursar's Office prior to the removal of RCC charges on the BSMCON Registration Bill.

RCC General Education Tuition (at the time of publication)

$166.60	In-State Resident Tuition (per credit hour)
$366.70	Out-of-State Resident Tuition (per credit hour)

Student Responsibility

It is the student's responsibility to ensure that student account balances are paid, or adequate financial aid is scheduled, in accordance with the procedures and timelines set forth in ADM 4.05 Student Accounts policy and contained in the following sections. Students are required to review the "My Finances" information contained in the CampusNexus — Student Portal on a regular basis. In addition, communication to students regarding student accounts and financial aid will

be primarily sent via student email. Students are responsible for reviewing and responding to student email accounts in a timely manner. The Bursar and Financial Aid Office staff is available to assist students with financial questions Monday through Friday between 8:30am – 4:30pm via in-person appointment, email and phone.

Registration Bill

BSMCON Registration Bills are available 30 days prior to the start of each semester. The Registration Bill includes charges based on Enrollment Status and (if applicable) financial aid. When reviewing the Registration Bill prior to the start of the semester, charges will be in "pending" status and (if applicable) financial aid will be in "scheduled" status. It is the student's responsibility to review Registration Bills on the CampusNexus — Student Portal prior to the start of each semester to ensure that all anticipated financial aid is scheduled. The Registration Bill is used to identify the amount, if any, that is due from the student.

Payment of tuition and fees is due in full by 12:00pm on the Friday prior to the start of the semester

It is the student's responsibility to ensure that all payment or adequate financial aid is scheduled to cover all charges by 12:00pm on the Friday prior to the start of each semester. BSMCON does not offer payment plans and no exceptions will be made. Students who have a student account balance in excess of $1.00 will be dropped from all courses due to non-payment on the 11th day of each semester.

Payment Options

BSMCON accepts personal checks, cashier checks, money orders and credit cards. Personal checks, cashier checks and money orders are to be submitted to the BSMCON Bursar via Bursar drop box located on the BSMCON campus or mailed to BSMCON Attn: Bursar, 8550 Magellan Pkwy, Suite 1100 Richmond, VA 23227. A fee of $25.00 will be assessed to the student account for any check returned due to Non-Sufficient Funds ("NSF"). The preferred payment method is credit card (VISA, MasterCard, American Express and Discover) which can be submitted through the CampusNexus – Student Portal. Students are encouraged to confirm the transactional and daily limits imposed by their lenders prior to processing payment.

Charges During Add/Drop Period

Students who elect to add courses during the Add/Drop Period are required to make payment, or have scheduled financial aid, to cover additional charges by 12:00pm on the last day of the Add/Drop Period (10th day of each semester). Students who elect to drop courses during the Add/Drop Period will be refunded in accordance with ADM 5.02 Financial Refund policy.

Financial Aid

BSMCON offers a wide array of financial aid to eligible applicants. The Financial Aid Office staff is dedicated to assisting students secure the most beneficial financial aid package. Financial aid packages may consist of scholarships, grants, work study programs and loans.

FAFSA

All students are required to submit the Free Application for Federal Student Aid ("FAFSA") to determine eligibility for financial aid. The FAFSA may be completed online at http://fafsa.ed.gov (or link located on the BSMCON website under Financial Aid) or by downloading the MyStudentAid app to their mobile device. For the 2019-2020 academic year, the FAFSA may be submitted beginning October 1, 2018. Students are strongly encouraged to submit the FAFSA by March 1st for the upcoming academic year to prevent delays in financial aid packaging and awards.

The Central Processing System ("CPS") processes the FAFSA which results in two output documents: (1) Student Aid Report ("SAR") which is distributed to the student and (2) Institutional Student Information Record ("ISIR") which is distributed to BSMCON. Students are responsible for reviewing information contained in the SAR. Any rejects found on the SAR and ISIR must be resolved prior to awarding a financial aid package. Students who are selected for Verification are subject to the requirements outlined in ADM 4.04 Verification policy. Additional information regarding the FAFSA is located on the BSMCON website under Financial Aid.

Request for Financial Aid Form

Students who anticipate receiving any type of financial aid (Scholarships, Grants, Loans, Third Party Billing such as EdAssist, VA529 etc.) are required to complete the Request for Financial Aid Form. This form provides the Financial Aid Office with student information, program information, anticipated enrollment status, and what Financial Aid options the student is anticipating for the 2019-20 Academic Year. This form, in Google Doc format, is located on the BSMCON website under Financial Aid – Forms section and will be electronically submitted to the Financial Aid Office to determine financial aid eligibility and utilized during the awarding process. Once this form is completed, the Financial Aid Office will determine the best financial aid package for the student and post that package to the CampusNexus – Student Portal for acceptance by the student.

Scholarships

BSMCON offers a wide array of external scholarships established through the Bon Secours Richmond Health Care Foundation. Scholarships funds are similar to grants in which there is no financial obligation for repayment. Students are required to submit the FAFSA in addition to the Master Scholarship Application. The Master Scholarship Application, including requirements and deadlines, is distributed to students via CampusNexus activity email by the Director of Financial Aid during the Spring semester in advance of the upcoming academic year.

BSMCON scholarships are awarded based on a variety of factors, including but not limited to, academic achievement (merit), financial need, leadership, community involvement, religious affiliation and career goals. A listing of scholarships and further information is contained in the Appendix of Section 4.

Title IV Financial Aid

BSMCON participates in several programs that are regulated under Title IV of the Higher Education Act of 1965, as amended (Title IV). BSMCON administers financial aid for Title IV programs including, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS) and Federal Direct Loans including Subsidized, Unsubsidized and Parent PLUS. Definitions and further information regarding Title IV Financial Aid is contained in the Appendix of Section 4.

Alternate/Private Loans

The Financial Aid Office recommends that Alternate/Private Loan options be considered only after all other financial aid resources are exhausted, which includes Federal Direct Loans. Upon selection of an Alternate/Private Loan lender, the student is required to inform the Financial Aid Office. The Financial Aid Office does not endorse any lender and encourages students to thoroughly research all alternative lending options. The student is required to submit a Self-Certification Form to lenders. Students can explore Alternate/Private Loans on the web at http://www.elmselect.com for more information.

Third-Party Payors

BSMCON participates with several Third-Party payors such as VA529, EdAssist, Veteran Affairs and various employers. BSMCON will invoice most third-party payors on the student's behalf and apply the resulting payment to the student account. It is the student's responsibility to contact the Bursar, and in cases of Veteran Affairs benefits the Registrar, submit applicable documentation (i.e. voucher), and confirm that the proper financial aid award is scheduled 30 days prior to the start of each semester.

Veteran Educational Benefits

Veterans, active service members, spouses and dependents may use benefits and/or Tuition Assistance programs offered by the Department of Veteran Affairs ("VA") or related federal and state agencies. Upon enrollment, the student/veteran is responsible for submitting the VA Certificate of Eligibility to BSMCON's School Certifying Official ("SCO"). The BSMCON SCO is responsible for completing the enrollment certification on a semester-by-semester basis after the Add/Drop period is complete. Specific to Chapter 31 or 33 recipients, BSMCON will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other BSMCON facilities, or require any covered individual to borrow additional funding due to inability to meet financial obligations due to the delayed disbursement funding from VA.

BSHSI Tuition Assistance

BSHSI offers eligible employees tuition reimbursement benefits. Eligible BSHSI employees attending BSMCON must adhere to the BSHSI system-wide policy SYS.HR.BEN.013 Tuition Assistance located on ePolicy.

RN-BSN Education Benefit Program

BSMCON, in conjunction with BSHSI Human Resources ("HR"), has developed a pilot program offering additional tuition benefits for Full-Time BSHSI employed RNs. Students must meet the eligibility requirements to be considered for this program. Students interested in this program should contact the Dean of Finance or Associate Dean of Student Services for further information about the program application process.

Book Advance Program

Per Federal Regulations, BSMCON offers a Book Advance Program in which students who have Title IV financial aid scheduled in excess of charges (Title IV Credit Balance), may receive a cash advance for the purpose of purchasing textbooks and supplies prior to the start of each semester. The Book Advance is considered a financial obligation, is not considered additional funds, and is subject to eligibility restrictions. The amount of the Book Advance is determined based on student Enrollment Status. In accordance with Federal Regulations, Book Advances are issued no more than 10 days prior to the start of each semester.

The student is responsible for full and immediate repayment of the Book Advance to BSMCON if (1) it is later determined that the student was not eligible, (2) the student does not begin attendance and/or (3) the student withdraws from BSMCON. Further information can be obtained in ADM 4.10 Book Advance Program policy.

BSN PROGRAM	BOOK ADVANCE AMOUNT
Full Time (12+ credits)	$800
Three-Quarter Time (9–11 credits)	$600
Half Time (6–8 credits)	$400
Less Than Half Time (1–5 credits)	$200

(SAP)

In accordance with Federal Regulations, students must maintain Satisfactory Academic Progress (SAP) by meeting certain academic requirements in order to maintain Title IV financial aid eligibility. In certain circumstances, state and institutional programs are also subject to SAP requirements. Further information can be obtained in Chapter 3, page 29 and in ADM 2.06 Satisfactory Academic Progress policy.

Cost of Attendance (COA)

In accordance with Federal Regulations, BSMCON must develop and publish an annual Cost of Attendance (COA), which helps determine a student's eligibility for calculating financial aid. COA includes anticipated expenses that a student may incur during the academic year. These expenses include tuition, fees, room and board, textbooks, supplies, travel and personal costs. Room and board expenses refer to off-campus living expenses and is based on certain criteria determined by the ISIR, such as if the student lives at home with parents or relatives. Travel expenses refer to vehicle maintenance, insurance, gas, etc. Personal expenses refer to clothing, food, entertainment, and in some cases, dependent care. It is important to note that COA is utilized for budget purposes in determining financial aid eligibility. COA does not reflect direct charges to the student. In certain circumstances, Professional Judgement may be exercised in adjusting COA; however, these instances are rare and require additional documentation. 2019-20 COA schedules are published on the BSMCON website under Financial Aid.

Refunds

BSMCON provides financial refunds to students as further defined in ADM 5.02 Financial Refund Policy. Refunds may occur in several scenarios and occur in two steps as outlined below.

Title IV Credit Balances

Title IV Credit Balances are created when a student receives Title IV Financial Aid in excess of BSMCON charges, thus creating a negative student account balance. A refund of Title IV Credit Balance, typically referred to as a Stipend, is processed as payment back to the student (or parent) within 14 calendar days of occurrence, in accordance with Federal Regulations. A student (or parent) may authorize BSMCON to

retain a Title IV Credit Balance and apply the credit balance to a future semester within the same academic year. In such cases, a Title IV Credit Balance Authorization form must be submitted to the Bursar prior to the start of each semester, as applicable.

A parent is the borrower under the Federal Direct Parent PLUS Loan program. As such any Title IV Credit Balance from a Federal Direct Parent PLUS Loan will be remitted to the parent, unless the parent authorizes BSMCON to apply the credit balance to a future semester within the same academic year, or authorizes BSMCON to remit payment to the student. In either situation, a Title IV Credit Balance Authorization form must be submitted to the Bursar prior to the start of each semester, as applicable. The Title IV Credit Balance Authorization form is published on the BSMCON website under Financial Aid.

Withdraw

A withdraw occurs after the completion of the Add/Drop period. A student may withdraw from a course, all courses or permanently from BSMCON and is effectuated by written form (available from the Registrar's Office) or electronically through CampusNexus. Additional information regarding voluntary or administrative withdraw is contained in Section 3. Refunds that result from withdraw will not be processed prior to official notification from the Registrar's Office.

Step 1 — Refund of BSMCON Charges:

BSMCON provides refunds of charges (tuition, fees, less any discounts) in accordance with the BSMCON Charges Refund Schedule below.

BSMCON Charges Refund Schedule

Proportion of semester completed as of the Date of Determination (DOD) % of Tuition and Fees (less any discount) to Refund

PROPORTION OF SEMESTER COMPLETED AS OF THE DATE OF DETERMINATION ("DOD")	% OF TUITION AND FEES (LESS ANY DISCOUNT) TO REFUND
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

Step 2 — Return of Title IV ("R2T4"):

In certain cases of withdraw, if the student is eligible to receive, or has received, Title IV Financial Aid, a Return to Title IV ("R2T4") calculation must be performed in accordance with Federal Regulations to determine the amount of Title IV Financial Aid the student has earned and when applicable, the amount of Title IV Financial Aid that must be returned to the Department of Education. Title

IV funds are earned in direct proportion to the length of time that a student remains enrolled. Up through the 60% point during the period of enrollment (semester) a pro-rata schedule is used to determine the amount of Title IV Financial Aid that the student has earned. Once 60% of the period of enrollment (semester) is complete, 100% of Title IV Financial Aid is earned and is not required to be returned. R2T4 refunds are required to be processed within 45 days of the Date of Determination. Additional requirements and information is further defined in ADM 5.02 Financial Refund policy.

R2T4 Refunds are made in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct Parent PLUS Loans
- Federal Pell Grant
- FSEOG

Student Overpayment

Refunds due to student payment in excess of student account balance (student overpayment) will be processed within 45 days of occurrence in accordance with ADM 5.02 Financial Refund Policy.

Enrollment Cancellation

In accordance with {section} 23.1-215B of the Code of Virginia, an applicant who provides written notice of cancellation within three business days, excluding weekends and holidays, of executing the Enrollment Agreement, is entitled to a refund of all monies paid, minus the non-refundable $95.00 application fee.

A request for cancellation greater than three business days after executing the Enrollment Agreement and making an initial payment, but prior to the start of the semester is entitled to a refund of all monies paid, minus the lesser of (1) maximum tuition fee of 15% of the stated charges of the course(s) or (2) $100.00.

1098-T Tuition Statement

The Form 1098-T is a statement that colleges and universities are required to issue to students who have reportable transactions within a calendar year. Students use the information contained in the 1098-T Tuition Statements to determine eligibility for certain Education Credits when preparing their annual tax return. Form 1098-T statements will be available to you electronically through the CampusNexus-Student Portal, or mailed, no later than January 31 each year. For questions regarding Form 1098-T statements, please contact the Senior Accountant or Dean of Finance.

Timeline of Events

1st Semester in the BSN or RN-BSN Program (New Students)	
Submit W-9 and Direct Deposit Form to Bursar	30 days prior to start of semester
BSHSI Employees only — submit Application for BSHSI Tuition Assistance program to AskHR	30 days prior to start of semester
FT RN BSHSI Employees only — submit Application for BSHSI RN-BSN Education Benefit program to AskHR	30 days prior to start of semester
FERPA Release (if required)	30 days prior to start of semester
Each Semester in the BSN or RN-BSN Program	
Approve Financial Aid package/award letter	30–45 days prior to start of semester/academic year
BSHSI Employees only — submit Application for Employee Discount for to Bursar	30 days prior to start of semester
Submit 3rd Party Payor information to Bursar (if required)	30 days prior to start of semester
Review Registration Bill — charges and anticipated financial aid	30 days prior to start of semester
Submit Title IV Credit Balance Authorization form (if required)	30 days prior to start of semester
Student Payment Due	12:00pm Friday prior to first day of semester
Charges are posted (from pending)	First through tenth day of the semester
Students are "dropped" from course(s) due to attendance or past due student account	5:01 pm last day of Add/Drop
3rd Party Payors are invoiced by Bursar	11 days after start of semester
Title IV Financial Aid is posted to student account	14–21 days after start of semester
Stipend/Refund processing	14 days after Title IV Financial Aid disbursement

Student Checklist

First Semester Only (New Students)
W9 submission to Bursar
Direct Deposit form submission to Bursar
BSHSI Employees Only — Application for Tuition Assistance submission to AskHR (if applicable) — Application for RN-BSN Tuition Benefit Program (if applicable)

Each Semester (Continuing Students)
BSHSI Employees Only — Application for Tuition Discount Form submission to Bursar
FAFSA submission to Department of Education
Master Scholarship Application submission
Financial Aid Report Form
Accept Financial Aid Awards
Title IV Credit Balance Authorization form (if applicable)
3rd Party Payor information submitted to Bursar (vouchers)

The BSMCON Finance team is available to assist students through the financial aid and student accounts process. Students are encouraged to contact the Financial Aid Office for financial aid counseling sessions. Contact information is listed below.

Contact Information:

Amy Pozza, Dean of Finance
Phone: (804) 264-7315
Email: amy_pozza@bshsi.org

Financial Aid Office

Email: bsr-confinancial@bshsi.org

Kelley Florian, Director of Financial Aid
Phone: (804) 627-5350
Email: kelley_florian@bshsi.org

Lisa Gregory, Financial Aid Specialist
Phone: (804) 627-5301
Email: lisa_gregory@bshsi.org

Jacqueline (Jackie) Runne, Financial Aid Counselor
Phone: (804) 627-5348
Email: jacqueline_runne@bshsi.org

Business Office

Email: bsr-bursar@bshsi.org

Harris King, Bursar
Phone: (804) 627-5362
Email: bsr-bursar@bshsi.org

Melanie Arcibal, Senior Accountant
Phone: (804) 627-5385
Email: melanie_arcibal@bshsi.org

Appendix

Definitions

Cost of Attendance (COA)

COA includes anticipated expenses that a student may incur during the academic year. These expenses include tuition, fees, room and board, textbooks, supplies, travel and personal costs. Room and board expenses refer to off-campus living expenses and is based on certain criteria determined by the ISIR, such as if the student lives at home with parents or relatives. Travel expenses refer to vehicle maintenance, insurance, gas, etc. Personal expenses refer to clothing, food, entertainment and in some case dependent care. It is important to note that COA is utilized for budget purposes in determining financial aid eligibility. COA does not reflect direct charges to the student.

Enrollment Status

A student's Enrollment Status for Federal Financial Aid purposes is defined as Full-Time (12+ credit hours per semester), Three-Quarter Time (9-11 credit hours per semester), Half-Time (6-8 credit hours per semester) and Less Than Half Time (less than 6 credit hours per semester).

Expected Family Contribution (EFC)

The student's EFC is calculated by the Central Processing System ("CPS") and is located on the student's SAR and BSMCON ISIR. EFC is a critical part of determining the student's eligibility for financial aid packaging.

Federal Regulations

Title IV Financial Aid is subject to federal regulations contained in Title IV of the Higher Education Act of 1965, as amended. Specific federal regulations to Title IV financial aid are generally found in 34 CFR 668-690.

Grade Level

Grade level is a component of the FAFSA and is directly related to the amount of Federal Direct Subsidized and Unsubsidized Loans that a student can borrow. It is critical that the student submit the correct Grade Level on the FAFSA. Grade levels are based on Academic Classification that includes the number of credit hours completed, including transferred credits. The Academic Classification table is located on page 10 of the College Catalog.

Need

Need is determined by Federal Regulations as a student's COA less EFC. Need is the basis on which many financial aid awards are based. Need is sometimes referred to as Financial Need.

Verification

Verification is a process in which the Department of Education or BSMCON can select certain students to complete additional verification of information or certify accuracy of FAFSA information. BSMCON's verification procedures are further defined in ADM 4.04 Financial Aid Verification policy.

Title IV Financial Aid Sources

Federal Pell Grant

The Federal Pell Grant Program provides Need-based grants to low-income undergraduate and certain post-baccalaureate students to promote access to postsecondary education. Federal Pell Grants, unlike Federal Direct Loans, do not have to be repaid. Federal Pell Grant award amounts are dependent on the student's EFC, COA, Enrollment Status (full-time, three-quarter time, half-time or less than half-time) and whether the student attends for a full academic year or less. The 2019–20 maximum Federal Pell Grant award is $6,195. Year round Pell is offered for students who meet eligibility requirements.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Education Opportunity Grant (FSEOG) is a Need-based grant that provides additional grant assistance to undergraduate students who are also eligible for the Federal Pell Grant. FSEOG is a grant and does not have to be repaid. FSEOG is a campus-based program, in which BSMCON administers FSEOG funds to student's based on the highest Need. FSEOG funds are available regardless of Enrollment Status. Academic Year 2019–20 FSEOG awards range from $100–$4,000.

Federal Direct Loan Program

The Federal Direct Loan Program offers financial assistance in the form of loans, which must be repaid with interest, to students who meet certain eligibility requirements. The Federal Direct Loan Program is comprised of Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans and Federal Direct Parent PLUS Loans.

Federal Direct Subsidized Loan

The Federal Direct Subsidized Loan is a Need-based loan that provides interest subsidy, in which interest does not accrue on the principal amount of the loan until after the student completes the entire program. The Federal Direct Subsidized Loan is awarded based on Need determined from the ISIR and is subject to grade-level, dependency status, and annual and aggregate loan limit requirements. Students must be enrolled at least half-time (6 credit hours per semester) to be eligible for a Federal Direct Subsidized Loan. Academic Year 2019–20 Annual and Aggregate Federal Direct Subsidized and Unsubsidized Loan Limits are provided in the following table.

Federal Direct Unsubsidized Loan

The Federal Direct Unsubsidized Loan is not based on Need. Interest begins accruing on a Federal Direct Unsubsidized Loan once the loan is disbursed to the student. Federal Direct Unsubsidized Loans are subject to grade-level, dependency status, and annual and aggregate loan limit requirements. Students must be enrolled at least half-time (6 credit hours per semester) to be eligible to receive a Federal Direct Unsubsidized Loan. Academic Year 2019–20 Annual and Aggregate Federal Direct Subsidized and Unsubsidized Loan Limits are provided in the following table.

Annual Federal Direct Loan Limits

DEPENDENT STUDENTS (EXCLUDING STUDENTS WHOSE PARENTS CANNOT OBTAIN A FEDERAL DIRECT PARENT PLUS LOAN)	ANNUAL BASE AMOUNT MAY BE ALL SUBSIDIZED, ALL UNSUBSIDIZED OR A COMBINATION OF BOTH	ANNUAL UNSUBSIDIZED AMOUNT, ABOVE BASE AMOUNT	ANNUAL LOAN LIMIT
Freshman undergraduate	$3,500	$2,000	$5,500
Sophomore undergraduate	$4,500	$2,000	$6,500
Junior and Senior undergraduate	$5,500	$2,000	$7,500
INDEPENDENT STUDENTS (AND DEPENDENT STUDENTS WHOSE PARENTS CANNOT OBTAIN A FEDERAL DIRECT PARENT PLUS LOAN)	ANNUAL BASE AMOUNT MAY BE ALL SUBSIDIZED, ALL UNSUBSIDIZED OR A COMBINATION OF BOTH	ANNUAL UNSUBSIDIZED AMOUNT, ABOVE BASE AMOUNT	ANNUAL LOAN LIMIT
Freshman undergraduate	$3,500	$6,000	$9,500
Sophomore undergraduate	$4,500	$6,000	$10,500
Junior and Senior undergraduate	$5,500	$7,000	$12,500

Aggregate Federal Direct Loan Limits

	FEDERAL DIRECT SUBSIDIZED LOANS	FEDERAL DIRECT COMBINED LOANS (SUBSIDIZED & UNSUBSIDIZED)
Dependent Students *(excluding students whose parents cannot obtain a Federal Direct Parent PLUS Loan)*	$23,000	$31,000
Independent Students *(and Dependent students whose parents cannot obtain a Federal Direct Parent PLUS Loan)*	$23,000	$57,500

Federal Direct Parent PLUS Loan

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

Eligibility Requirements for Federal Direct Parent PLUS Loans include: (1) the parent borrower must be the student's biological or adoptive parent. In some cases, the student's stepparent may be eligible, (2) the student must be a dependent student who is enrolled at least half-time (6 credit hours per semester), (3) generally a student is considered to be dependent if s/he is under 24 years of age, has no dependents of their own, is not married, is not a veteran or active duty member of the military, is not a graduate or professional degree student and is not a ward of the court, (4) the parent borrower must not have an adverse credit history (if a parent borrower does not pass the credit check, in certain circumstances additional actions may be taken), (5) student and parent must be U.S. citizens or eligible noncitizens, (6) student and parent must not be in default on any federal education loans, (7) student or parent must not owe an overpayment on a federal education grant and (8) student and parent must meet other general eligibility requirements for the federal student aid programs.

Federal Work Study (FWS)

The Federal Work Study (FWS) program is a Need-based program that provides additional financial resources by providing job/work opportunities for students. 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 BSMCON's FWS allocation. FWS funds are not paid until earned in the form of a paycheck. Students receive payment based on the BSHSI Payroll schedule (bi-weekly basis). Positions are available on-campus and off-campus. On-campus jobs are usually located on the BSMCON campus and provide assistance with BSMCON operations. Off-campus jobs are usually located off of the BSMCON campus to provide community-based or public-interest duties at a private, not-for-profit organization or public agency.

Scholarships

Merit-Based Scholarships

Gloria H. Booker Scholarship

This scholarship was established in honor of Mrs. Booker's devoted 40 years of dedicated and compassionate teaching and service. Eligible students must have a GPA of 3.0 and be a rising Junior or Senior with a strong commitment to compassionate care.

The Walter H. Hilburn Endowed Merit Scholarship

This is a merit scholarship open to full-time students in Good Academic Standing, who are U.S. citizens. It was established to honor the life of Walter H. Hilburn, father of Dr. Melanie H. Green, RN, provost of the Bon Secours Memorial College of Nursing.

The George M. Modlin, Ph.D. Scholarship

Established to honor Dr. George Matthews Modlin, former president of the University of Richmond and a founder of the Richmond Memorial Hospital School of Nursing, this scholarship is awarded to a student who shows promise and has potential to make significant contributions to nursing and the community. Leadership and community service involvement must be evident. The recipient must have a GPA of 3.5 or higher and be in the top 10 percent of his or her class.

The Perkins Law Annual Merit Scholarship

This scholarship is open to students who have a minimum GPA of 3.0. Preference is given to students from Southwest Virginia or Southern West Virginia.

The Susan P. Scott Nursing Scholarship

This is a merit scholarship awarded to a student in Good Academic Standing.

Merit-/Need-Based Scholarships

The Louise T. Cole Scholarship

This scholarship was established for students who demonstrate a Financial Need and exhibit academic merit.

The Jean Ritz-See Scholarship

This need-based award is given annually in memory of Ms. Ritz-See, class of '81, by her family. Recipients must have a GPA of 3.0 or higher, and demonstrate Financial Need.

Stansbury-Binns Scholarship

Established by the Binns family in honor of the great care their parents, Frances and Bob Stansbury received from Bon Secours providers during their lifetime of 90+ years, especially for their care in Bon Secours Hospice. This scholarship is given to students with demonstrated merit and Financial Need.

Need-Based Scholarships

A Century of Service Scholarship

This is a need-based scholarship open to all students in Good Academic Standing.

The Peter B. Cleal Scholarship

Students must demonstrate Financial Need, leadership potential, and a commitment to community service to be considered for this award.

The Brenda H. Eggleston Scholarship

Established in honor of Brenda Hopkins Eggleston, a trustee of the Bon Secours Richmond Health Care Foundation, this scholarship is awarded to students who exhibit Financial Need and are in Good Academic Standing.

Alberta Ruth Olson Fulper Nursing Scholarship

This scholarship is given to students with demonstrated Financial Need.

The Sister Marie Kerns, RSM Nursing Scholarship

This scholarship honors Sister Marie's many years of dedicated, compassionate service to the Bon Secours Health System, especially Memorial Regional Medical Center as a nurse and as a leader in our Ministry Outreach. Recipients must demonstrate Financial Need.

The Miriam and Steve Lindsey Scholarship

J. Stephen Lindsey is a long-time friend and supporter of the Bon Secours Richmond Health System, and a former member of the Bon Secours Richmond Health Care Foundation. Recipients must be full-time students in Good Academic Standing, and demonstrate Financial Need.

The Mary Jane Naecker-Young Award

As its class gift to the Richmond Memorial School of Nursing, the Class of 1965 presented a scholarship to honor its class advisor, Mrs. Mary Jane Young. This is a need-based scholarship awarded to a junior who will uphold the values and principles of the College and the nursing profession, possesses and demonstrates leadership ability, and exhibits good citizenship and College spirit.

The Sarah F. Richardson Endowed 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. The recipient should exhibit Financial Need and embody the spirit of nursing in a manner that evidences the qualities of compassion, servant leadership, commitment to excellent, joyfulness of spirit, and a positive attitude.

The Mary Catherine Rotert Endowed Scholarship

Believing that "nurses help nurses," this endowed scholarship was established to give back. It is awarded to students who demonstrate Financial Need as well as a desire to give back to the community; and/or plan to continue their nursing careers by pursuing an advanced degree.

The Stuart Circle Hospital School of Nursing Alumnae Association Endowed Scholarship

This scholarship represents the graduate members of the Stuart Circle Hospital creating a lasting legacy to honor their nursing school tradition. Students must demonstrate Financial Need, with priority consideration for any with family connections to the Stuart Circle Hospital School of Nursing.

TowneBank, Richmond I Scholarship

This scholarship represents Towne Bank's commitment to providing enrichment opportunities in the Richmond Metropolitan area. The award is granted to students who demonstrate Financial Need, and a commitment to helping their community achieve health and well-being.

The James and Peggy Wilson Scholarship

This scholarship is awarded to students in Good Academic Standing who demonstrate Financial Need.

General Scholarships

The Ralph and Alfretta Ardabell Nursing Scholarship

Established by Toni R. Ardabell, RN, former President of Bon Secours Richmond Health System to honor her parents, this scholarship is awarded to traditional BSN students.

The Jack and LeeLee Cummings Scholarship

This based scholarship is awarded to a student who demonstrates a commitment to the Bon Secours values.

The Lily Kirby Cummings Scholarship

Established by her children, this scholarship honors Mrs. Cummings' career as a Bon Secours nurse. The scholarship is awarded to a student who demonstrates a commitment to Bon Secours values.

The Helen G. Pugh, RN Scholarship

Established in honor of Helen G. Pugh, RN, by a loving granddaughter in whom she instilled pride for the nursing profession, this scholarship is awarded to students who displays a passion for nursing in the Bon Secours spirit of caring.

The Margaret and Fairfax Randolph Scholarship

This scholarship was established to honor the parents of Malcolm Randolph, who were long-time supporters of Bon Secours St. Mary's Hospital. The scholarship is awarded to a student who demonstrates a commitment to Bon Secours values.

The Sisters of Bon Secours Nursing Scholarship

On behalf of the Sisters of Bon Secours, this scholarship honors the distinct education provided by the College that teaches nursing care to be holistic, compassionate, innovative, and "good help" to those in need.

John Moreland Spence, M.D. Scholarship

This scholarship was established in honor of John Moreland Spence, an OBGYN at Johns Hopkins Hospital.

Richmond Academy of Medicine Alliance (RAMA) Scholarship

The Richmond Academy of Medicine Alliance was an organization of spouses for members of the Richmond Academy of Medicine. This scholarship is granted in the spirit of support for interests of the Academy of Medicine.

Charles G. Thedieck, Jr. M.D.

This scholarship honors the career of Dr. Charles G. Thedieck, Jr., and is awarded to a student who demonstrates a commitment to Bon Secours values.

TowneBank, Richmond III Scholarship

This scholarship represents Towne Bank's commitment to community and is awarded to students who demonstrate the desire to better the health and well-being of their communities.

Restricted General Scholarships

Glenn LeBlanc Men in Nursing Scholarship

This scholarship was created by an alumnus who wanted to support male students in their pursuit of nursing education. Recipients are required to submit a written essay expressing "How Men Can Make a Contribution to Nursing."

Mended Hearts Nursing Scholarship

This scholarship is awarded to senior year students with Good Academic Standing, who have an expressed interest in cardiac nursing and are willing to attend a Mended Hearts meeting if awarded.

Restricted Need-Based Scholarships

### The LeReve Mallory Peluso Scholarship

This scholarship was established in memory of St. Mary's Hospital nurse LeReve Mallory Peluso, by her family. Applicants should be an interested in newborn nursery care, be a junior or senior in Good Academic Standing, and have a demonstrated Financial Need.

The Evelyn D. Reinhart Nursing Scholarship for Men

Established by The Reinhart Foundation to honor Evelyn D. Reinhart's service as a nurse and to encourage men to complete their course of studies and successfully achieve the license of Registered Nurse (RN), this need-based scholarship is open to men in their junior year and can be renewed for a second year.

Lettie Pate Whitehead Scholarship

The Lettie Pate Whitehead Foundation is a need-based charity dedicated to the support of Christian women in nine southeastern states. Eligible students must be female; embrace a Christian faith and reside in one of the following Southern states: Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

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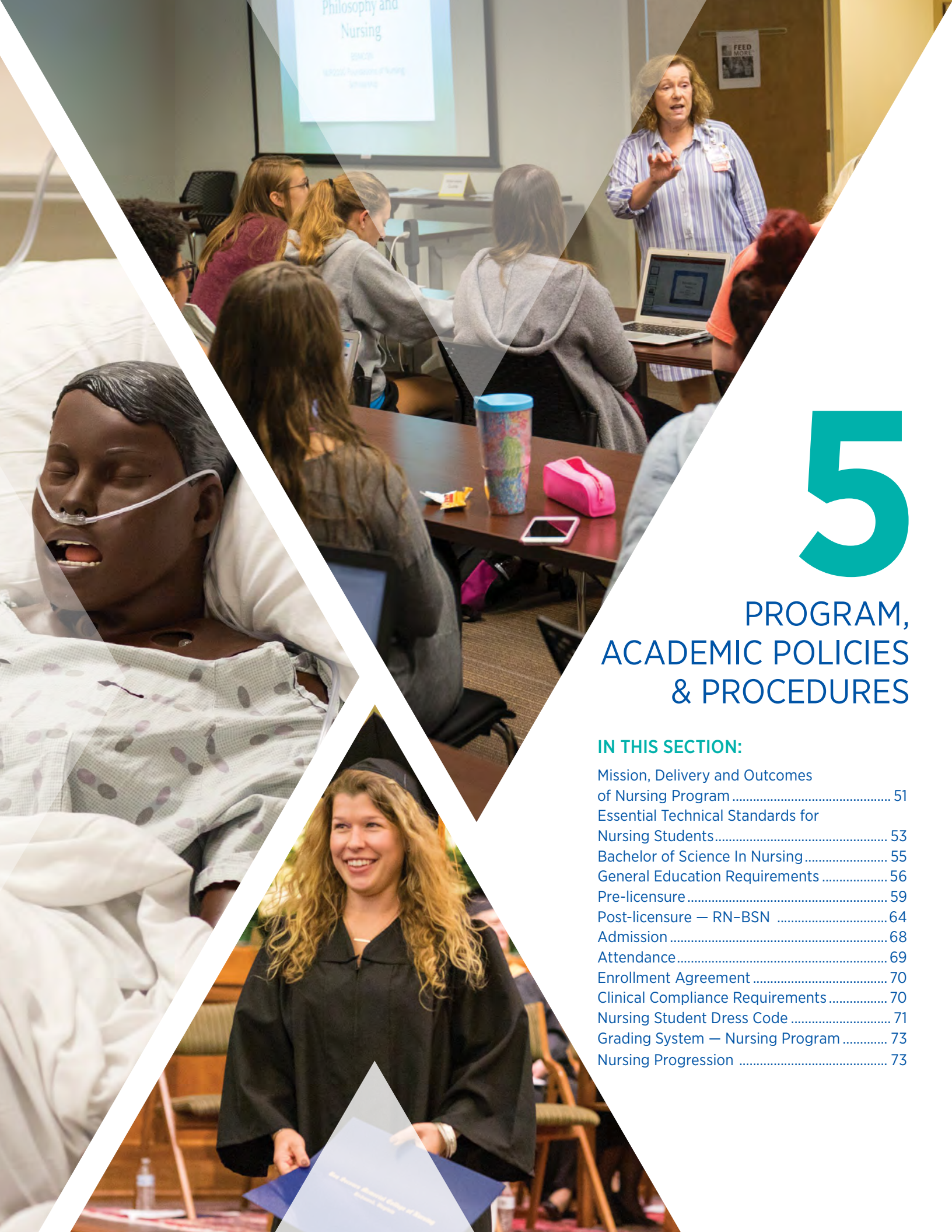
PROGRAM, ACADEMIC POLICIES & PROCEDURES

IN THIS SECTION:

Mission, Delivery and Outcomes of the Nursing Program

Mission of the Nursing Program

As part of the Bon Secours Mercy healthcare ministry, our mission is to provide excellent nursing education that promotes the development of clinicians, scholars, and leaders dedicated to offering service that enriches health and wholeness for the global community.

Program Delivery

The Bachelor of Science in Nursing program is offered in a variety of delivery methods to include traditional, blended, and distance education. General education courses may be offered in both the traditional and distance education delivery method. The majority of the pre-licensure program courses are offered in the traditional, on-ground format; however, there are select courses that are offered in a blended format or via distance education. The post-licensure program is delivered fully via distance education. Descriptions of each of the identified delivery methods are described below.

Traditional, On-ground Delivery The traditional, on-ground delivery offers students the experience of learning in an on-ground, classroom format that includes face-to-face interaction with both faculty and students.

Distance Education Distance education is a delivery format that provides students the structure for learning to occur while not being physically present. Distance education includes specific pedagogical principles that are more than converting traditional delivery methods to online. Distance education includes quality experiences that include elements such as positive reinforcement, repetition, cognitive learning elements to assimilate new information, utilizes a variety of methods that appeals to the different learners and senses, and social interaction of the learners. At Bon Secours Memorial College of Nursing distance education is offered in two different formats. These are Blended (Hybrid) Delivery and Fully Online Delivery.

Blended (Hybrid) Delivery "blended," also known as "hybrid" delivery, is a combination of distance and traditional delivery methods. A blended course is designed to integrate the best of each format to complement the content that is delivered.

Fully Online Delivery All course content and student to student and student to faculty interactions occur solely in an online environment.

BSN Nursing Program Outcomes

At the end of the BSN program, the graduate will be able to:

- 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.

Distance Education Learning

To ensure our students have the skills and competencies needed to be successful in the online learning environment, we employ a two-step process. Prior to admissions, students complete an online readiness survey that is used to help them identify their time management skills, their preferred learning style, how well they set goals and deadlines, and to self-identify their skills using the various tools and technology that will be utilized across the distance education program.

After acceptance to the program and prior to the start of any distance education coursework, we provide an orientation program via the learning management system (LMS) that covers expectations of online participation, navigation of the LMS, and issues related to academic integrity, in addition to other pertinent aspects on online learning.

NC-SARA

Bon Secours Memorial College of Nursing (BSMCON) participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is a voluntary, regional approach to state oversight of distance education. BSMCON endeavors to offer all of its courses and programs to as wide as audience as possible and participates in the NC-SARA to enhance the quality and expand the access to our educational offerings.

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 students' 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 health care outcomes

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

- Nursing education provides the student with an understanding of health care 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 health care 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 health care 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 Technical Standards for Nursing Students

Essential technical standards are the nonacademic standards, skills and abilities demanded of every student in an academic program. Non academic standards include the cognitive, sensorimotor, behavioral, and communication abilities required for satisfactory completion of all aspects of the curriculum and development of professional attributes required for graduation.

Given the nature of the curriculum at BSMCON, a student must be prepared to meet the basic standards of a practicing professional nurse. To that end, the Essential Technical Standards are the essential nonacademic standards, skills, and abilities demanded of every student in an academic program at BSMCON. Nonacademic standards include the cognitive, sensorimotor, behavioral, and communication abilities required for satisfactory completion of all aspects of the curriculum and development of professional attributes required for graduation.

The following table states the Essential Technical Standards. Students must fulfill and maintain these standards, with or without reasonable accommodation.

All students are required to review these essential standards/abilities and sign the Bon Secours Memorial College Essential Technical Standards Student Acknowledgement Form (located on the College website under Policy NUR 1.02).

Essential Technical Standards

Cognitive Abilities:	**To successfully complete learning objectives, follow course syllabi, assignment directions, and any actions developed by faculty and administration in the nursing program**
Examples:	Measure, calculate, reason, analyze, integrate, and synthesize complex information and demonstrate acquired knowledge in a timely manner
	Perform mathematical functions
	Incorporate ethical reasoning into critical thinking and clinical judgments
	Retrieve and critically appraise patient related research
	To develop a plan of care and carry out the nursing process
	Make safe, well informed clinical judgments and be able to respond to changing circumstances and emergencies in a prompt manner
	Calculate dosages of medication, intake and output and fluid replacement
	Demonstrate behaviors and decision making that reflect honesty, integrity and ethical principles
	Translate research and evidence based practice into nursing plans of care
Motor Abilities:	**Perform gross and fine motor movements required to provide nursing care**
Examples:	Turn, transfer, transport, and ambulate patients with or without a lift team or assistive devices
	Physical requirements to be able to lift, carry, push, pull up to 50 lbs
	Administer medications and parenteral therapy, insert intravenous catheters
	Insertion of urinary catheters
	Palpation and percussion as a component of assessment
	Manipulation of diagnostic instruments and life support devices, and calibration of equipment
	Tactile ability sufficient to assess texture, shape, size, turgor, temperature and vibration
	Physical ability to implement emergency interventions such as cardiopulmonary resuscitation, suctioning of an obstructed airway, and application of pressure to stop bleeding
	Stamina. Must have sufficient stamina to sit, stand and move within the classroom, skills lab, acute care nursing units and community settings for periods of time as long as ten hours at a time
Sensory Abilities:	**Possess auditory, visual, and olfactory abilities required to provide nursing care**
Examples:	Visual acuity to employ inspection skills such as changes in skin and nail color, and color of drainage as a component of assessment
	Visual acuity to be able to read gauges that monitor patient physiological status
	Visual ability sufficient for observation of patient behavior
	Hearing abilities to auscultate breath sounds, heart sounds, and bowel sounds with a stethoscope as a component of assessment
	Hearing abilities to hear cries for help, alarms, and auditory signals from technical equipment
	Olfactory abilities to discern odors such as purulent wounds, or body odors as a component of assessment
	Olfactory ability to smell smoke or other smells (such as chemicals) indicative of environmental danger
Communication Abilities:	**Communicate effectively and sensitively with patients, families and others responsible for health care**
Examples:	Hearing ability to actively listen to patients, families, and others responsible for health care
	Ability to explain procedures, conduct health teaching
	Speaking ability to hold conversations with patient families and others responsible for health care
	Ability to elicit information, describe changes in status, and provide an accurate report of patient information to other health care providers and members of the health care team
	Utilizes verbal and nonverbal communication effectively and sensitively with others
	Written communications are clear and written for the necessary level of the reader
Behavioral Abilities:	**Establish and maintain appropriate professional relationships, and maintain emotional health in the academic and clinical settings in accordance with the Mission, Values and Operating Principles of Bon Secours, Code of Conduct.**
Examples:	Function effectively under stress and adapt to changing environments inherent in clinical practice
	Maintain self-control and demonstrate respect through word and action
	Demonstrate professional conduct and responsibility with accountability, responding promptly and courteously to inquiries and requests.
	Demonstrate compassion, cultural competence with groups from diverse backgrounds
	Conform to all requirements set forth by BSMCON health care agency's affiliation agreements as well as any additional requirements of any clinical setting
	Work cooperatively with peers, faculty, and members of the health care team, treating others with respect, courtesy and consideration
	Maintain confidentiality, protect individual rights of others

Bachelor of Science in Nursing

General Information

The traditional Bachelor of Science of Nursing degree is designed to fulfill the mission of the College. It offers students a well-rounded, student-focused education in which students begin nursing courses in the sophomore year and complete remaining required general education courses prior to graduation. Students complete a total of 120 required college credits for a Bachelor of Science of Nursing degree.

State Authorization

The College of Nursing is licensed and operates only in the Commonwealth of Virginia. Admission to the College is limited to the residents of states that participate in NC-SARA, states in which the College is registered/licensed, and states for which no registration/licensure is required. It should be noted that if a student, prior to program completion, relocates to a state in which BSMCON does not have authority to operate, this may adversely impact the student's ability to complete the program or gain in-field employment.

BSN Curriculum Plan

Upon admission each student is registered for all courses on the curriculum plan. Students that remain registered in the originally scheduled plan will have guaranteed matriculation in the program. Students that veer from that original registration plan will collaborate with their advisor to revise their registration plan. The revised registration plan is subject to approval of the Pre-Licensure BSN Coordinator. If the revised plan is approved, the student will be re-registered for all courses on the revised plan.

Once admitted to the program, each student will request the specific nursing elective and population health practicum of their choice. Each nursing elective and population health practicum have specific required pre-requisites that vary and will have space limitations.

RN-BSN Curriculum Plan

Upon admission each student will collaborate with their advisor to establish a mutually agreed upon curriculum plan and register for all courses within the curriculum. A student may change their registration plan as needed following the add/drop and pre- and co-requisite guidelines.

Curriculum Plan Revision

The initial curriculum plan is established mutually between the student and an advisor. Any subsequent revisions in the curriculum plan are to be made in collaboration with and approval of the student's faculty academic advisor through creation of a proposed revised curriculum plan. The revised curriculum plan is subject to approval of the Dean of Nursing or his/her designee.

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 nursing and pathopharmacology classes, but may be limited in desired choices, including semester in which the course may be taken. Students with approved altered curriculum plans will be placed in "TBD" course sections and evaluated for final placement on a semester by semester basis.

Course Prerequisites and Corequisites

Prerequisite courses must be successfully completed prior to the first day of the course. Upon registration, prerequisite and co-requisite 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. Any change in course sequence is on an individualized basis and subject to administrative approval.

Definitions:

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

- **Corequisite courses:** a required course that must be taken in combination with another course or may be taken prior to the noted course(s)

General Education (Non-Nursing) Course Requirements

General education courses are required to provide the student with a solid foundation in liberal education. Questions regarding the transferability of general education courses should be addressed with the Office of the Registrar. Students are required to satisfactorily complete all general education courses with a "C" or better as defined in the College Grading Policy (ADM 2.02). Beginning Fall 2018 students admitted to either the BSN or the RN-BSN program must meet general education course requirements as described below.

Students without a Previous Bachelor's Degree

Students must complete 52 general education credits as outlined by the Cluster model below. Of the 52 general education credits, 6 credits are required as upper level general education credits from BSMCON.

Students with a Bachelor's Degree

Students admitted 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 with the exception of the following courses. The specific foundational courses in math and science below are required to support the current curriculum.

- Developmental Psychology (3 credits)
- Microbiology (3–4 credits)
- Anatomy & Physiology (6–8 credits)
- Statistics (3 credits)
- Upper level BSMCON general education courses (6 credits)

General Education Clusters

Cluster 1: Social Consciousness (minimum of 9 credits)

The development of social consciousness is crucial to producing well-informed and capable citizens who can participate productively in society, with openness and awareness of others outside one's own work, with an understanding of the past in order to build a fair, opportune, and sustainable future, and with appreciation of interconnections and how local actions affect the global environment.

Elective coursework in the social consciousness category can include: History, Religion, Business, Economics, Psychology, Sociology, Political Science, Women's Studies, Anthropology, Public Policy. The following courses are required in this cluster:

- General Psychology
- Developmental Psychology

Cluster 2: Creative Aesthetic (minimum of 3 credits)

The development of a creative aesthetic includes the ability to be flexible and take intellectual risks. The intrinsic value of creativity promotes skills such as problem solving, perseverance, and dedication. The ability to work with others and to both generously consider and critically examine the thoughts, goals, and values of others as well as one's own are fundamental to the creative aesthetic.

Elective coursework in the creative aesthetic cluster can include: Fine Arts, Graphic Arts, Dance, Photography, Music, Philosophy, Ethics, Literature, Classics, Creative Writing.

Cluster 3: Analytical Competencies (minimum of 15 credits)

The analytical competencies foster the student's capacity for critical thinking, productive and open dialogue, and the ability to proactively solve problems and embrace the challenges of the world. These general education courses are fundamental to the foundation of the health sciences curriculum.

Elective coursework in the analytical competencies cluster can include: Biology, Chemistry, Physics, Lab Science, Natural Science, Ecology, Nutrition, Math. The following courses are required in this cluster:

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

Cluster 4: Connectedness (minimum of 9 credits)

The development of connectedness enables students to connect and integrate knowledge among the liberal arts and health sciences, in the belief that together the arts and sciences provide comprehensive insight into our world and human condition.

Elective coursework in the connectedness cluster can include: Communication, Public Speaking, Foreign Language, Medical Terminology, Computer Literacy.
The following courses are required in this cluster:
• English I
• English II

Cluster 5: Elective (no minimum)

A broad-spectrum of elective coursework expands liberal education. This provides a venue for the student to explore their intellectual curiosity and foster their ability to apply an array of theories and concepts while encouraging the examination of multiple perspectives and ways of thinking.

Elective coursework in this cluster can include a wide variety of course credit with the following limitations:
• Maximum of 3 credits of physical education coursework can be applied to the degree
• Student orientation courses will not transfer

General Education Admission Requirements Starting Fall 2018

GENERAL EDUCATION REQUIREMENTS (52 CREDITS)		
CLUSTER	**GENERAL EDUCATION COURSE**	**CREDITS**
Cluster 1: Social Consciousness (9)	General Psychology (3 credits)	3
	Developmental Psychology (3 credits)	3
	Cluster 1 Elective (3 credits)	3
Cluster 2: Creative Aesthetic (3)	Cluster 2 Elective (3 credits)	3
Cluster 3: Analytical Competencies (15)	Microbiology (3–4 credits)	4
	Anatomy & Physiology I (3–4 credits)	4
	Anatomy & Physiology II (3–4 credits)	4
	Statistics (3 credits)	3
Cluster 4: Connectedness (9)	English I (3 credits)	3
	English II (3 credits)	3
	Cluster 4 Elective (3 credits)	3
Cluster 5: Elective (no minimum)	Cluster 5 Elective (0–16 credits)	16*
Total General Education Credits Required		**52**

*6 credits of upper level (3000–4000) BSMCON general education credits are required once admitted

BSMCON General Education Courses

Starting Fall 2018 students are required to complete 6 credits of general education credits offered by Bon Secours Memorial College of Nursing. Currently we are offering the following general education courses:

BIO — Biology
HNU — Human Nutrition
HSS — Human and Social Service
HWE — Health and Wellness
LDP — Leadership
PHI — Philosophy

BIO 3010 Genomics and Emerging Technologies (3 credits: lecture)

This course will build on the student's understanding of biology and examine the field of genomics and genetics. While exploring advances in this area of science, students will explore its most recent influence on health screenings and treatment options both now and in the future, as well as implications for public policy.

HNU 3001 Understanding Obesity in America: Etiology, Influences, and Treatment (3 credits: lecture)

This course will examine the dynamic etiology, physiological, and psychological impacts of obesity, as well as the personal and social influences impacting obesity in today's society. Students will explore the multifaceted issues of obesity in the United States in addition to prevention and treatment options.

HSS 3001 Advanced Lifespan Development (3 credits: lecture)

This course will provide an advanced exploration of current research and theories in human development related to motivation, personality, learning, and socialization. Emphasis is placed on typical physical, cognitive, emotional, and social developmental transitions throughout the lifespan as well as issues such as diversity, culture, and ethics. Content areas include infant perception, attachment behavior, intelligence, moral development, social interaction, and aging and death. A conceptual understanding of healthy development will be established as well as a more practical understanding of how to help children, adolescents, and adults address developmental challenges.

HWE 3001 Compassionate Self-Care: Building Resilience (3 credits: lecture)

This course will focus on building skills of resilience and compassionate self-care. Individuals face a multitude of stressors on a daily basis. While everyone experiences stress, our stressors and reactions to stress are very different. The toll of stress in our lives affects the quality of our self-care, the quality of our caring for others, and the impact of our reactions to stress on those around us. Students will explore evidenced-based tools such as mindfulness, empathy, gratitude, and other key components of self-care in order to build personal resilience. Students will also learn to incorporate skills learned in this course into their personal and professional lives.

LDP 4001 Rooted in the Past, Standing in the Present, Reaching toward the Future: Awakening Your Call to Serve (3 credits: didactic)

The focus of the course is to explore the footsteps of the Bon Secours Sisters to cultivate one's call to serve. This course includes a pilgrimage to Bon Secours Retreat and Conference Center, Bon Secours Baltimore hospital, and Bon Secours Paris. Students will explore the history, present, and future work of Bon Secours to reflect on one's journey of being and becoming a servant leader. This course requires an application and acceptance. (This course is being considered as an elective for the fall semester. Ask the Registrar for details.)

Pre-requisites
BSN Program: Admission to the program
RN-BSN Program: Admission to the program

PHI 3001 Narrative Meaning Making: Stories and Their Value (3 credits: lecture)

This course will explore the role of stories in revealing, shaping, and challenging the meaning and values we derive from our lived experiences. Stories are explored as conveyers of moral and ethical values and as justifying decisions made and actions taken. Students will learn to identify and describe the values implicit and explicit in the stories they tell about themselves and others through the study and practice of storytelling. The course begins with a discussion of various types of stories, proceeds to consider the structures of each story type, and concludes by seeking to understand the value and meaning of the stories we tell.

Pre-Licensure

Pre-Licensure BSN Prerequisite and Corequisite Courses Beginning Fall 2018

The required prerequisites/co-requisites for pre-licensure BSN courses for students are as outlined in the following table:

BSN PROGRAM COURSES		
SOPHOMORE SEMESTER	**PREREQUISITE**	**COREQUISITE**
NUR 1101: Orientation to BSMCON	Admission	None
NUR 2100: Foundations of Nursing Scholarship		NUR 1101
NUR 2101: Professional Nursing Concepts		NUR 1101
NUR 2102: Lifespan Health Assessment and Clinical Prevention		NUR 1101, NUR 2100, NUR 2101
NUR 2103P: Competencies for Nursing Practice I		
Upper Level BSMCON General Education Course	Admission Varies based on course	None
JUNIOR SEMESTER I	**PREREQUISITE**	**COREQUISITE**
PHR 3101: Pathopharmacology I	NUR 2102 NUR 2103P	PHR 3101 & NUR 3111 must be taken together
NUR 3111: Adult Nursing Science I		
NUR 3111P: Adult Nursing Science I Practicum**		NUR 3104P**
NUR 3104P: Competencies for Nursing Practice II		None
NUR 3116: Population & Global Health		None
JUNIOR SEMESTER II	**PREREQUISITE**	**COREQUISITE**
PHR 3102: Pathopharmacology II	PHR 3101 NUR 3111 NUR 3111P NUR 3104P	PHR 3102 & NUR 3112 must be taken together
NUR 3112: Adult Nursing Science II		
NUR 3112P: Adult Nursing Science II Practicum**		**
NUR 3118: Mental Health & Mental Illness Nursing		None
NUR 3118P: Mental Health & Mental Illness Nursing Practicum**		**
NUR 3142: Leadership and Business of Healthcare	NUR 3111P	None
SENIOR SEMESTER I	**PREREQUISITE**	**COREQUISITE**
NUR 4118: Nursing Care of Families	PHR 3102 NUR 3112 NUR 3112P	None
NUR 4118P: Nursing Care of Families Practicum**		**
NUR 4113: Gerontological Concepts & Issues		None
NUR 4122: Nursing Research	NUR 3111P	None
NUR 4116P: Population & Global Health Practicum	NUR 3116 Varies based on experience	None
Upper Level BSMCON General Education Course	Admission Varies based on course	None
SENIOR SEMESTER II	**PREREQUISITE**	**COREQUISITE**
NUR 4140: Synthesis for Nursing Practice	All nursing courses except: NUR 4116P & Nursing Elective	None
NUR 4143P: Clinical Immersion		None
NUR 4145: NCLEX Review		Must be taken in last semester
NUR 4330: Nursing Elective	Varies based on course	None

**All practica must be taken with or after associated didactic course.

Pre-Licensure Nursing Course Descriptions

NUR 1101 Orientation Course (1 credit: didactic)
This course serves to introduce the students to the skills that are essential to achieve their academic goals. It offers an opportunity for the student to engage in learning activities aimed at enhancing academic success through the knowledge of college resources and the development of academic success strategies. This course will assist students in connecting concepts and theories that relate to the role of the student nurse.

NUR 2100 Foundations of Nursing Scholarship (2 credits: lecture)
This course introduces the student to a variety of foundational aspects central to the profession of nursing. Students will examine the history of nursing as well as a variety of philosophies and theories of nursing. Principles of Servant Leadership and the framework of the Catholic Healthcare Ministry will be explored. Students will be introduced to evidence-based practice as a critical element of lifelong learning and nursing practice. 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. This course is taught face-to-face for fall 2019 and online for spring 2020.

NUR 2101 Professional Nursing Concepts (3 credits: lecture)
This course 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 (4 credits: 3 credits lecture, 1 credit lab)
This course 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 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 2103P Competencies for Nursing Practice I (2 credits: 1 credit lab, 1 credit practicum)
This course 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. Graded as Pass/Fail.

NUR 3104P Competencies for Nursing Practice II (2 credits: 1 credit lab, 1 credit practicum)
This course 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. Graded as Pass/Fail.

NUR 3111 Adult Nursing Science I (3 credits: lecture)
This course 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 (3 credits: practicum)
This course 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. Graded as Pass/Fail.

NUR 3112 Adult Nursing Science II (3 credits: lecture)
This course 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 (3 credits: practicum)

This course 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. Graded as Pass/Fail.

NUR 3116 Population and Global Health (3 credits: didactic)

This course examines various 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 have the opportunity to explore the impact of nursing on population health to improve health outcomes. Students will embody values of servant leadership and professionalism when engaging in service learning with a vulnerable population.

NUR 3118 Mental Health and Mental Illness Nursing (2 credits: lecture)

This course 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 3118P Mental Health and Mental Illness Nursing Practicum (1 credit: practicum)

This course 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. Graded as Pass/Fail.

NUR 3142 Leadership and Business of Healthcare (3 credits: didactic)

This course presents the broad context of healthcare policy, finance, regulation and law; advocacy, and social justice; quality improvement and safety; inter-professional collaboration and leadership. Students will explore concepts of service excellence with an emphasis on the scope and standards of nursing practice within the local, state, and national health care systems and how the professional nurse can effect change. This course is taught in an online format.

NUR 4113 Gerontological Concepts and Issues (2 credits: lecture)

This course 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 4116P Population and Global Health Practicum (1 credit: practicum)

This course builds upon the content completed in NUR 3116: Population and Global Health. In this course students will immerse themselves within a population to apply the knowledge, skills, and attitudes needed to provide culturally competent nursing care for individuals, families, and communities. Students will explore their call to care, call to understand, call to serve, and call to make a difference to prepare their hearts and minds as servant leaders. Students in this course will complete 45 practicum hours in a non-acute care environment.

NUR 4118 Nursing Care of Families (4 credits: didactic)

This course introduces the concept of family centered nursing care to promote positive outcomes for culturally diverse families. Emphasis is placed on the healthcare needs of the family from pregnancy and the birth process through infancy, childhood, and adolescence. This course promotes the holistic care of the family unit and aligns with the Nursing Care of Families Practicum (NUR 4118P).

NUR 4118P Nursing Care of Families Practicum (3 credits: practicum)

This course allows students to apply the knowledge, skills, and attitudes to the holistic care of families. Emphasis is placed on the healthcare needs of the family from pregnancy and the birth process through infancy, childhood, and adolescence. Students will have the opportunity to provide nursing care to families in primary, secondary, and tertiary settings. This practicum aligns with Nursing Care of Families (NUR 4118). Graded as Pass/Fail.

NUR 4122 Nursing Research (3 credits: lecture)
This course 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. This course is taught in both face-to-face and hybrid format.

**NUR 4140 Synthesis for Nursing Practice
(3 credits: didactic and 2 credits practicum)**
This course uses a systematic and comprehensive approach to provide a framework for transition to the baccalaureate nurse generalist role. Students will synthesize nursing theory and healthcare concepts by building upon knowledge, skills and attitudes gained in previous nursing courses and clinical experiences. The course focuses on critical thinking and clinical judgment and encompasses aspects of population health, service excellence, healthcare reform, leadership, and delegation. In the practicum portion of this course, students have an opportunity to collaborate with a mentor to design an evidence-based change project incorporating population health, service excellence, and/or leadership in nursing to address a real-world issue. The course is comprised of 3 credits didactic and 2 credits practicum.

**NUR 4143P Clinical Immersion
(5 credits: practicum)**
This course 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. Graded as Pass/Fail.

NUR 4145 NCLEX Review (2 credits: lecture)
This course 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 4330 Nursing Elective (2 credits: lecture)
This course provides the student the opportunity to explore a nursing topic of their choice.

PHR 3101 Pathopharmacology I (3 credits: lecture)
This course 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 (3 credits: lecture)
This course 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.

Pre-Licensure BSN Sample Curriculum Plan

GENERAL EDUCATION REQUIREMENTS PRIOR TO ADMISSION
NO PRIOR BACHELORS DEGREE: Completion of 46 general education courses required prior to entry.
HOLD A BACHELORS DEGREE: Completion of Developmental Psychology, Anatomy & Physiology I & II, Microbiology and Statistics.

NEW BSN CURRICULUM

SOPHOMORE YEAR, SEMESTER	CREDITS
NUR 1101: Orientation to BSMCON	1
NUR 2100: Foundations of Nursing Scholarship	2
NUR 2101: Professional Nursing Concepts	3
NUR 2102: Lifespan Health Assessment and Clinical Prevention	4
NUR 2103P: Competencies for Nursing Practice I	2
Upper Level BSMCON General Education Course	3
Total Credits	**15**

JUNIOR YEAR, SEMESTER I	
NUR 3104P Competencies for Nursing Practice II	2
NUR 3111 Adult Nursing Science I	3
NUR 3111P Adult Nursing Science I Practicum	3
NUR 3116 Population & Global Health	3
PHR 3101 Pathopharmacology I	3
Total Credits	**14**

JUNIOR YEAR, SEMESTER II	
NUR 3112 Adult Nursing Science II	3
NUR 3112P Adult Nursing Science II Practicum	3
NUR 3118 Mental Health & Mental Illness Nursing	2
NUR 3118P Mental Health & Mental Illness Nursing Practicum	1
NUR 3142 Leadership and Business of Healthcare	3
PHR 3102 Pathopharmacology II	3
Total Credits	**15**

SENIOR YEAR, SEMESTER I	
NUR 4113 Gerontological Concepts & Issues	2
NUR 4116P Population and Global Health Practicum	1
NUR 4118 Nursing Care of Families	4
NUR 4118P Nursing Care of Families Practicum	3
NUR 4122 Nursing Research	3
Upper Level BSMCON General Education Course	3
Total Credits	**16**

SENIOR YEAR, SEMESTER II	
NUR 4140 Synthesis tor Nursing Practice	5
NUR 4143P Clinical Immersion	5
NUR 4145 NCLEX Review	2
NUR 4330 Elective Choice	2
Total Credits	**14**

Total Program Credits	**120**

Post-Licensure — RN–BSN (Distance Education)

The RN–BSN program is offered via distance education. All courses are fully online and asynchronous through Blackboard Learning Management System format. The program can be completed in as few as three semesters and requires 120 credit hours to complete. Students are awarded academic credit for previous learning in an associate degree or diploma in nursing program, culminating in successful completion of the NCLEX-RN Exam. Upon successful completion of NUR 3209, 41 credits are awarded for prior nursing knowledge. Upon completion of the program, a Bachelor of Science in Nursing (BSN) is awarded.

The RN–BSN program courses are taught online within a 15 week semester, as well as a 10 week summer session, a total of 46 credits of general education courses must be completed prior to admission into the RN–BSN program.

The required prerequisites/co-requisites for post-licensure RN-BSN courses for students are as outlined in the following table.

Post-Licensure RN–BSN Prerequisite and Corequisite Courses

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

RN-BSN PROGRAM COURSES	
COURSES	**PREREQUISITE**
NUR 3209: Advancing Nursing Practice	Admission
NUR 3208: Orientation to Online Learning	Admission
NUR 3241: Quality and Safety in Nursing Practice	Admission
NUR 3240: Transition to Baccalaureate Nursing	Admission
NUR 4216: Vulnerable Populations and Global Health	NUR 3208 NUR 3240
NUR 4222: Nursing Research	NUR 3208 NUR 3240
NUR 4243: Business of Health Care in Complex Systems	NUR 3208 NUR 3240
NUR 4246: Servant Leadership	NUR 3208 NUR 3240
NUR 4242: Synthesis of Nursing Practice*	All NUR 3200 level courses *Course must be taken in the last semester of RN-BSN curriculum
NUR 4330: Nursing Elective	Varies based on course

Post-Licensure RN-BSN Sample Curriculum Plan Beginning Fall 2018

PROGRAM REQUIREMENTS		
General Education Requirements prior to entry		**46**

SEMESTER 1		CREDITS
NUR 3208	Orientation to Online Learning	1
NUR 3240	Transition to Baccalaureate Nursing	3
	Total Credits	**4**

SEMESTER 2		CREDITS
NUR 3209	Advancing Nursing Practice	3
NUR 3241	Quality and Safety in Nursing Practice	3
	Total Credits	**6**

SEMESTER 3		CREDITS
NUR 4216	Vulnerable Populations and Global Health	3
3000 or 4000	Upper Level BSMCON General Education Course	3
	Total Credits	**6**

SEMESTER 4		CREDITS
NUR 4243	Business of Health Care in Complex Systems	3
3000 or 4000	Upper Level BSMCON General Education Course	3
	Total Credits	**8**

SEMESTER 5		CREDITS
NUR 4246	Servant Leadership	3
NUR 4222	Nursing Research	3
	Total Credits	**6**

SEMESTER 6		CREDITS
NUR 4242	Synthesis of Nursing Practice	3
NUR 4330	Nursing Elective	2
	Total Credits	**5**

Total Nursing Credits and General Education Courses at BSMCON	**33**
Prior learning as an RN (after successful completion of NUR 3209)	**41**
Total Program Credits	**120**

Post-Licensure RN–BSN (Online) Nursing Course Descriptions

**NUR 3208 Orientation to Online Learning
(1 credit: lecture)**
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 3209 Advancing Nursing Practice (3 credits: lecture)
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 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 41 credits for previous accredited nursing education.

**NUR 3240 Transition to Baccalaureate Nursing
(3 credits: lecture)**
This course facilitates the introduction 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 Mercy Health values, Catholic health ministry, caring theory, and servant leadership.

**NUR 3241 – Quality and Safety in Nursing
(3 credits: lecture)**
This course 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. A major emphasis on the Institute for Healthcare Improvement (IHI) Open School is integrated throughout the course.

**NUR 4215 Vulnerable Populations
and Global Health (4 credits: lecture)**
This course synthesizes the concepts of clinical prevention, global and transcultural health through theoretical frameworks, analysis of health policies, determinants and practices within inter-professional 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 4215P Vulnerable Populations
and Global Health Practicum (1 credit: practicum)**
This course focuses on experiential learning, reflective practice and attainment of 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. Graded as Pass/Fail.

**NUR 4216 Vulnerable Populations and Global Health
(3 credits: lecture)**
This course includes concepts of clinical prevention, global and transcultural health through theoretical frameworks, analysis of health policies, determinants and practices within inter-professional 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: lecture)
This course 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 and preparing the student to share evidence of best practices with the interprofessional team.

**NUR 4240 Business of Health Care
in Complex Systems (4 credits: lecture)**
This course focuses on health care policies, including financial and regulatory, 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: lecture)
This 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: practicum)**
This course provides the student the opportunity to synthesize nursing knowledge and professional role implementation through completion of a professional 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.

**NUR 4243 Business of Healthcare in Complex Systems
(3 credits: lecture)**
This course focuses on health care policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the health care system and thereby are important considerations in professional nursing practice.

NUR 4246 Servant Leadership (3 credits: lecture)

This course focuses on servant leadership in relation to current leadership theories and trends in nursing practice. Students will be able to explore leadership strengths to promote the development of self and lifelong learning.

Electives: BSN & RN-BSN Programs

NUR 4330B Nursing Informatics (2 credits: lecture)
This course 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.

Pre-requisites
BSN Program: NUR 3111P
RN-BSN Program: NUR 3208, NUR 3240

NUR 4330C Spirituality in Nursing: The Cultivation of Nursing as Ministry (2 credits: lecture)
This course focuses on the concepts and history of spirituality in nursing, the importance of attending to the whole person, and coming to know one's own spirituality in order to recognize and honor the spirituality in others. Spirituality is conceptualized as an integral component of holistic nursing practice. Through self-examination, reflection, and integration of concepts and theories related to holistic compassionate care, the student cultivates a practice of nursing as ministry.

Pre-requisites
BSN Program: NUR 2100, NUR 2101, NUR 2102, NUR 2103P, NUR 3111, NUR 3111P, NUR 3116
RN-BSN Program: NUR 3208, NUR 3240, NUR 3205 or NUR 3209

NUR 4330D Opioid Crisis and Comprehensive Pain Management (2 credits: lecture)
This course will allow the student to explore the current issues surrounding opioid use and abuse all while understanding the different sources of pain, appropriate assessment tools, medication choices, and ethical considerations surrounding pain management.

Pre-requisites
BSN Program: PHR 3102, NUR 3112
RN-BSN Program: Admission to the program

NUR 4330E Exploration of Emergency Nursing as a Specialty (2 credits: lecture)
This course will explore the role of the emergency nurse and what differentiates the emergency nurse from other specialties. The student will examine various roles in the emergency department, as well as community and professional organizations influencing nursing practice.

Emergency nursing skills, legal and ethical issues, and current issues unique to emergency nursing will be incorporated to appreciate the complex role of the emergency nurse.

Pre-requisites
BSN Program: NUR 3112, PHR 3102
RN-BSN Program: Admission to the program

NUR 4330F Walk with Me: Palliative & Hospice Nursing Care (2 credits: lecture)
This course builds upon foundational nursing to apply the knowledge, skills, and attitudes necessary in nursing practice to increase awareness of palliative care/hospice and to encourage seriously ill patients/families to seek quality care at the end-of-life. The student will complete End-of-Life Nursing Education Consortium (ELNEC) modules to increase knowledge of the standards necessary to interact with patients needing palliative/hospice care. The course will help the student identify, refer, and participate with seriously ill patients and their families as part of the palliative care team or hospice.

Pre-requisites
BSN Program: NUR 3104P, NUR 3111, NUR 3111P, NUR 3116, PHR 3101
RN-BSN Program: Admission to the program

NUR 4330G Independent Study (2 credits: lecture)
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 then determine the specific approaches to meet and evaluate those objectives.

Pre-requisites
BSN: Requires approval from program coordinator.
RN-BSN: NUR 3208, NUR 3240.
Requires approval from program coordinator.

NUR 4330H Exploration of Operation Room Nursing as a Specialty (2 credits: 1 credit didactic, 1 credit practicum)
Exploration of Operating Room Nursing as a Specialty is an investigation of the knowledge, skills, and attitude required of the professional registered nurse in the intra-operative setting. This course will explore the complexities of the professional nurse's role in the intra-operative environment and the utilization of professionalism, advocacy, team work and communication. This course is a 1 credit didactic and 1 credit practicum allowing the student to learn concepts unique to intra-operative nursing followed by a focused 45 hour practicum observation in which the student will shadow a registered nurse in the setting.

Pre-requisites
BSN: NUR 3112, NUR 3112P, PHR 3102
RN-BSN: NUR 3208

NUR 4330I Team Formation for Global Outreach Experience (2 credits: lecture)

The purpose of this course is to explore the history, culture, and social determinants of health of the population in preparation for a global outreach experience. This course includes formalized team formation as students learn to work together to serve a vulnerable population with limited resources. Students will have the opportunity to pursue an area of interest in depth as it relates to the health care of the population and present their findings to the class.

Note: This course is a hybrid; it is delivered in a blended format 1/3 synchronous and 2/3 asynchronous.

Pre-requisites

Pre-licensure: Acceptance on designated Global Outreach team
Post-licensure: Acceptance on designated Global Outreach team

The following course descriptions are for nursing electives for RN-BSN students ONLY

NUR 4232 Gerontological Concepts and Issues (2 credits: lecture)

This course 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, inter-professional care providers, and society influence the quality of care that older adults desire and actually receive.

Pre-requisites: NUR 3208, NUR 3240

NUR 4233 Specialty Certification for RNs (2 credits: lecture)

This course will prepare the registered nurse for successful completion of a specialty certification. Exploration of a selected specialty provides the student with an opportunity to pursue an area of interest in depth. Lifelong learning will be emphasized in pursuit of certification, as well as the value of specialty nursing organizations offering certification. The student's individual practice experience will be highlighted to establish evidence in expertise in the selected specialty. There will be an emphasis on self-directed learning with the support of faculty.

*Note: Certification must be recognized by a professional organization or the American Nurses Credentialing Center (ANCC) Certification Center

Pre-requisite: NUR 3208
Co-requisite: NUR 3240

Admission

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 program 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) program occurs three times a year, in the fall, spring, and summer semesters. The Office of Admissions submits all completed post-licensure applications to the Admission and Progression Committee for decision and approval.

Students must also 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.

Conditional Admission

The College may, at their discretion, grant conditional admission to accepted candidates. Conditional admission candidates must have all application materials submitted: online application, admission exam scores (if required), official transcripts, essay, recommendation letters and be reviewed by the Admission and Progression Committee. The Admissions office will communicate the terms of admission in the conditional admission acceptance letter they send to the student.

Registration holds will remain on the records of conditionally admitted students until they complete the terms of their conditional admission. Students failing to meet any admission conditions will have their offer of admission withdrawn.

Prelicensure Admission Requirements

- Graduation from an accredited high school with a 2.0 GPA or higher or General Educational Development (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 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 46 general education credits toward the BSN degree (refer to policy ADM 2.07)

- For transfer credit guidelines refer to policy ADM 3.10.

- Completion of the Test of Essential Academic Skills (TEAS) or SAT or ACT. No SAT, ACT, or TEAS are required if the applicant already has received a Bachelor's or Master's degree or plans to complete a degree prior to admission start date.

- Two letters of reference are required according to specific guidelines from the Office of Admissions. Any applicant who has previously enrolled in or is currently enrolled in a nursing program is required to provide a letter from the director of the program verifying academic standing and clinical competence.

- An essay is required according to specific guidelines from the Office of Admissions.

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

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

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

Post-licensure Admission (RN to BSN) Requirements

- Graduation from an accredited college or university; either diploma or associate degree.

- Provision of official transcripts from high school, the GED program, and all post-secondary schools/colleges/universities attended.

- Achievement of a cumulative grade point average of 2.0 or greater in the general education course requirement.

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

- Completion of 46 general education credits toward the BSN degree (refer to policy ADM 2.07).

- For transfer credit guidelines refer to policy ADM 3.10.

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

- Attend Curriculum Planning session.

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

Attendance

BSMCON identifies attendance for both on-ground and online students in order to be in compliance with federal requirements. Attendance at BSMCON is defined as academic engagement which can vary depending on the delivery method or type of course. Academic engagement can include any of the following:

- Physically attend class, recitation, practicum, simulation, or skills lab

- Submit a discussion board post

- Submit an assignment

- Take a quiz or exam

- Engage in an interactive tutorial or computer-assisted instruction

- Communication with the course instructor, either initiated by the student or as a response to the instructor, with a plan to continue academically in the course.

Students are considered absent (not academically engaged) in a course in any of the following situations:

- Merely logging into the Learning Management System

- Participating in academic counseling or advisement

Last Day of Attendance (LDA):

is defined as the last day of recorded attendance in any course of a given semester.

Other Relative Timeframes:

- First 10 Consecutive Days: If a student is not academically engaged in the enrolled course(s) during the first 10 consecutive days of the semester, the student will be dropped from the course(s) the student is not engaged in, by the Registrar.

- 14 Consecutive Days: If a student exceeds 14 consecutive days of absence in a single course the student will be withdrawn from the course(s) the student is not engaged in, during the withdraw period by the Registrar.

- The withdraw period is after the add/drop date through the last day to withdraw from a course with a "WS" or "WU" or 60% of the term. After 60% of the term, a final grade will be assigned unless there are mitigating circumstances.

Related Policies/Procedures: NUR 3.05 Attendance and Tardiness.

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 College Catalog and the Essential Technical Standard 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 canceled in writing within three business days of returning it to the College.

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. 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.

The following is required for all pre-licensure students prior to participating in clinical rotations:

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 iAspire 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**
     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 be required to obtain a Hepatitis B booster immunization and provide documentation of the booster.

     If a student has never completed a 3 dose series of the hepatitis B Vaccine, documentation of the progress obtaining the 3 dose series and documentation of a post-vaccination titer 1–2 months following the last immunization is required. If post vaccination series titer does not indicate immunity (negative) the student will be required to obtain a Hepatitis B booster vaccination and provide documentation of the booster.

   • **Tuberculosis (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.

     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.

- **Drug Screen: Upon Entry**
  All students are required to submit to a urine drug test prior to enrollment. Drug Screens must be completed at Labcorp. Students will obtain their order for their Drug Screen upon opening their required CastleBranch account. Students with positive drug screens will be denied acceptance into the College.

- **Criminal Background Check: Upon Entry**

- 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) for health care providers course upon entry to the College and then biennially thereafter.

- **Health System Required Learning: Upon Entry/Annual**
  Required learning modules are posted to students' iAspire accounts. Students are responsible for completing assigned modules by the deadline. Entering students will be provided with instructions on how to access iAspire 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, iAspire 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 completed every February and is distributed to all BSN students by the Nursing Operations Coordinator on February 1.

- **Basic Life Support Certification: Biennial**
  Students must provide current certification in Basic Life Support (BLS) upon entry to the College and biennial

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.

- **iAspire: Annual**
  Continuing students are required to complete iAspire modules annually. Students are responsible for checking their iAspire 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.

Nursing Student Dress Code

The nursing student dress code 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 and Learning Center, or the clinical setting until the necessary changes have been made.

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 the finger tips with arms at sides. 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

- Students must wear the approved BSMCON nursing uniform. 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 and Learning Center, and the College.

- Bon Secours-issued identification badge — badges are worn above the waist 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 leather 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 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, a wedding band with an engagement ring. Students may wear up to two earrings only in each earlobe in matching sets. Earrings should not be oversized or extend more than ¼" below the ear lobe. Ear gauges are not permitted. No more than 1–2 necklaces may be worn. Facial and other body jewelry or piercings are not acceptable. If the jewelry is unable to be removed, then it must be covered with a bandage.

- Visible tattoos are allowed as long as they are not offensive or profane as determined by faculty and/or administration.

- Hair must be kept clean and neatly styled. If hair is beyond shoulder length it should be worn in a ponytail or otherwise pulled back. Any extreme look is not permitted. Unnaturally colored hair or glittered hair spray is not permitted. If headbands are worn, they must be clean and a white or neutral color.

- Fingernails are to be no longer than the tip of the finger and may only be polished with clear/light/neutral tone colored nail polish. Nail polish may not be chipped. Artificial nails including but not limited to acrylic, overlay, tips, shellacs or silk wraps are not permitted. Nail jewelry is not permitted.

- 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 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.

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	QUALITY POINTS PER CREDIT HOUR
Pre-licensure and Post-licensure			
A	94–100	Excellent	4
B+	91–93		3.5
B	87–90	Above average	3
C+	84–86		2.5
C	80–83	Average	2
D+	77–79		1.5
D	73–76	Unsatisfactory	1
F	0–72	Failure	0
I*		Incomplete	Not used in GPA
MG		Missing Grade	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.

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."

Nursing Progression

Academic

Students must meet all requirements outlined in each course syllabus and achieve a passing grade (defined as a C or better or Pass) in non-nursing and nursing courses to meet curricular requirements. A grade of less than C (defined as D, F or WU) in any course does not meet curricular requirements.

The following circumstances will result in dismissal from the program:

- Three course failures (grade D, F, or WU) in nursing and/or pathopharmacology courses.

- Two course failures (grade D, F, or WU) of the same nursing or pathopharmacology course.

- Failure to maintain a cumulative GPA of 2.0 or above (per ADM 2.06)

Curriculum Plan

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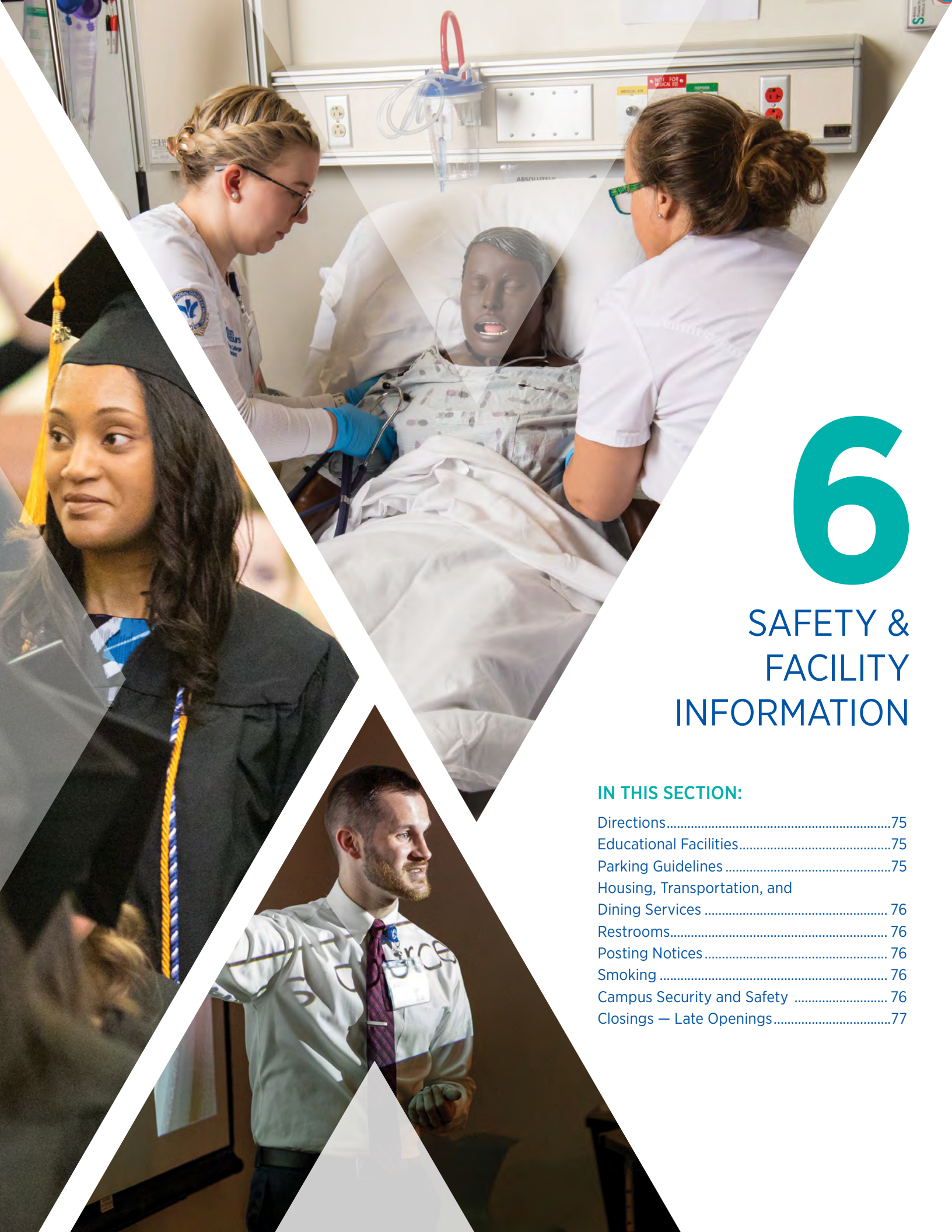
Essential Technical Standards

Students must meet Essential Technical Standards upon enrollment in the Nursing program, and must continue to meet those standards for the duration of their enrollment. Failure to meet Essential Technical Standards will result in a review of a student's progression in the Nursing Program/Course(s) and will result in an action plan, with actions up to and including dismissal, as determined by the appropriate Nursing/College personnel.

Time Limit

- Pre-licensure BSN: The normal time (for a full-time student) to complete the pre-licensure BSN is 6 semesters (Fall 2018 Start Date) or 5 semesters (Spring 2019 Start Date) upon registration in the first nursing course (NUR 1101). Students must complete all nursing courses within 6 years upon registration in the first nursing course (NUR 1101) in the program.

- RN-BSN (post-licensure): The normal time (for a full-time student) to complete the post-licensure BSN is 4 semesters upon registration in the first nursing course (NUR 3208). Students must complete all nursing course work within 4 years upon registration in the first nursing course (NUR 3208) in the program.

Normal time as defined above excludes summer semesters. This applies to both pre-licensure and post-licensure nursing programs.
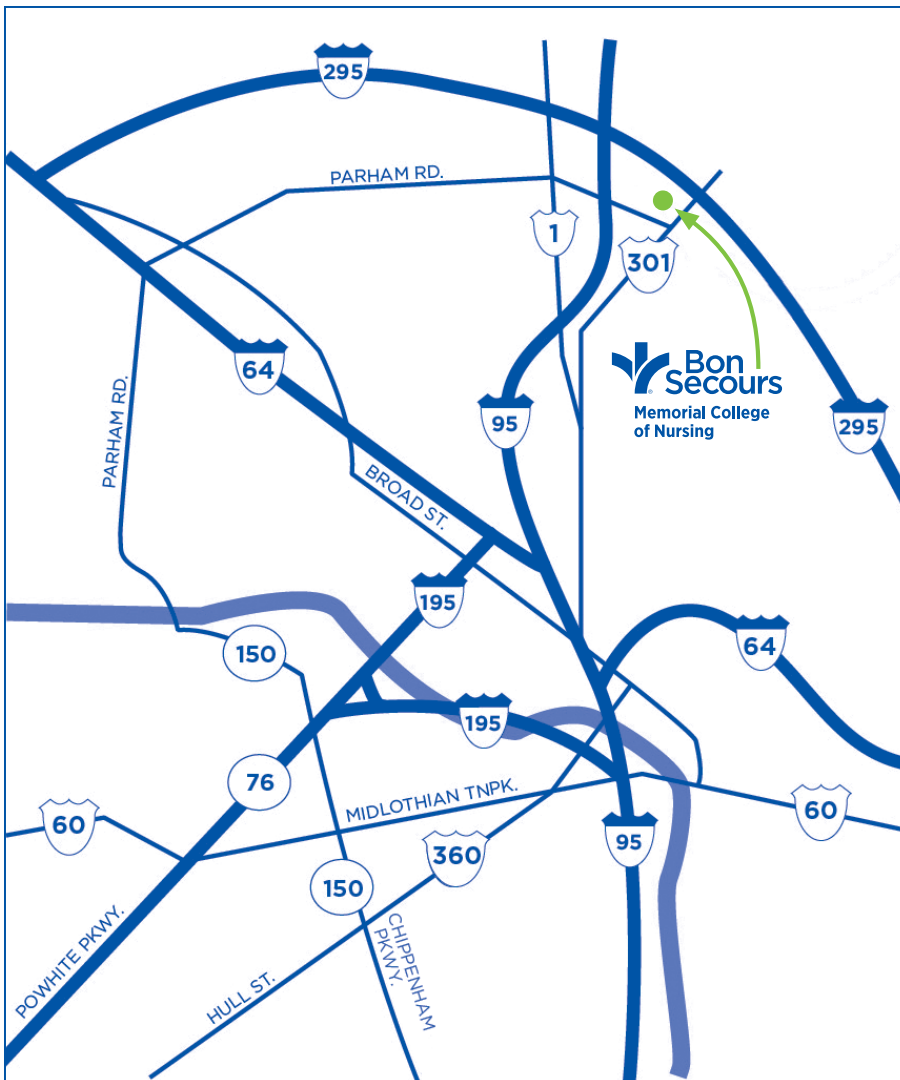
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SAFETY & FACILITY INFORMATION

IN THIS SECTION:

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 onto Parham Road. Turn right on Magellan Parkway/Windsor Business Park. The College is on the right at 8550 Magellan Parkway, Suite 1100.

Educational Facilities

Building access hours for the academic year are posted on the College website, bsmcon.edu, and are updated regularly.

The College building contains well-equipped classrooms, a Clinical Simulation and Learning Center, computer laboratories, conference rooms, faculty, staff and administration offices, a library and student lounge.

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 College provides an additional learning site located at 7900 Shrader Road, Suite 200, Richmond, VA 23294. This site houses additional space for the Clinical Simulation and Learning Center.

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 prohibited.

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. Customers should contact the receptionist for a refund if money is lost in the vending machines.

Restrooms

BSMCON is committed to providing safe and accessible campus restrooms. All restrooms are in compliance with accessibility regulations in accordance with the Americans with Disabilities Act (ADA). Further, all restrooms on campus are designated gender inclusive, thus allowing individuals to utilize the restroom that corresponds with one's gender identity and expression.

Posting Notices

Physical Notices:

Physical posters, notices, and/or announcements related to student organization meetings and student activities may be posted on the bulletin boards identified for student use. Such communications should be no larger than 8 1/2" x 11". Additionally, such communications should include the name of the student organization with an official logo (if applicable); the name of the College with the College official logo; date of posting; and contact information such as a phone number and/or an email address of at least one organization member. The College administration reserves the right to remove notices that do not meet the stated criteria. Nothing is to be taped, nailed, tacked, posted, or pinned that may damage the adhered to surface. The College administration also reserves the right to remove notices that are out-of-date or no longer applicable.

If any student or student group desires to post flyers in any other area of the College than bulletin boards designated for student use, the student (group) must first submit the flyer to the appropriate advisor, if applicable. If the advisor approves the flyer, the student (group) must then forward the flyer to the Student Services Coordinator, who will review and approve, as the designee for the Dean of Student Services. A request should be sent via email to the Student Services Coordinator and the student (group) must state the exact areas of the College where it is desired to post the flyer. The Student Services Coordinator will review the request, make a decision, and then communicate the decision with the student (group).

Electronic Notices:

Electronic posters, notices, and/or announcements related to student organization meetings and student activities posted outside of social media must be approved by the Student Services Coordinator. Such communications should include the name of the student organization with an official logo (if applicable); the name of the College with the College official logo; date of posting; and contact information such as a phone number and/or an email address of at least one organization member. A request should be sent via email to the Student Services Coordinator, and the student organization must specify where online they intent to post. The Student Services Coordinator will review the request, make a decision, and then communicate the decision with the student group. If a student organization wants to post on social media, they must follow the procedures as documented in ADM 3.04 Social Media Policy found on the College website.

Smoking

The College supports the efforts of Bon Secours Mercy Health to maintain a tobacco-free campus. Students and College personnel both have the responsibility of being good role models by practicing good health habits.

College Security & Safety

Bon Secours Memorial College of Nursing is committed to providing a secure and welcoming environment for students, faculty, staff and visitors. Our College buidings are secured and only accessible through door access systems. All students of BSMCON are provided with a student ID and access badge, which allows students to enter College buildings during normal operating hours.

Safety and Security Policies

College policies related to safety and security address issues that include, but are not limited to, emergency notifications, sexual misconduct, voluntary confidential reporting, and weapons on campus. These policies may be accessed on the college website at https://www.bsmcon.edu, under the students tab.

Visitors to the College

All guests must sign in at the front desk and receive a visitor's badge. The visitor's badge must be displayed at all times and returned when the guest signs out at the front desk.

Guests may not stay with students or faculty in class, the computer laboratory, the clinical setting, the Clinical Simulation and Learning Center, the library, the student lounge or left unattended at the College. Guests may sit in the reception area for short durations.

Closings — Late Openings

The decision to close the College is made by college administration. Such decisions may be made for inclement weather, building utilities failure, or other adverse events. When the College remains open, students are responsible for attending all classes and clinical experiences. During inclement weather and other adverse conditions, students should exercise common sense and good judgment in determining their ability to travel safely. Prevailing conditions in the area where they live and personal risk must be assessed and acted on accordingly. This includes giving notice of any absence to the appropriate instructor(s).

To find out the operating plan in effect during times of threatening weather conditions, utilize the following outlets for announcements:

- College main number (627-5300) for a recorded message
- College webpage and social media (Facebook, Twitter)
- Channel 6 WTVR CBS, Channel 8 WRIC ABC, and Channel 12 WWBT NBC scrolling announcements
- Text message, email, and/or call alerts via CampusNexus for students and Everbridge for employees

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.

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STUDENT
SERVICES

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, Blackboard, phone, Cranium Cafe and, at times, in person.

Academic Advising is provided to BSN and incoming RN-BSN students by success advisors from the Office of Student Success. Currently enrolled RN-BSN students are advised by faculty and success advisors. Advisors work with students individually at the beginning of their nursing program, each semester prior to course registration, and any time that additional support may be needed. Academic advising is designed to build relationships between students, faculty, and staff and to create a support network in which students can discuss their course selection and progress. All students are able to meet with their advisors both virtually and in-person.

Academic Counseling is available to students seeking academic support by meeting with the Office of Student Success where a customized action plan for success can be created. Follow up appointments are welcomed. Students routinely seek assistance with study skills, managing test anxiety, time management strategies, and worklife balance resources.

Career Services is offered through the College's dedicated career counselor. Services include resume preparation, interview practice, and support in the job search process. The career counselor can guide students in the application process for positions within Bon Secours Health System and with other health care employers. For BSN students, the career counselor apprises students of the timeline for interview events along with internship and externship opportunities. The career counselor can also advise BSMCON alumni on career advancement as well as graduate school questions.

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.

The Laura Murphy Emergency Relief 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.

Funds disbursed from this fund will not be used to pay for tuition or books, to cover incidental expenses, or offset poor personal financial management. These disbursements are considered gift aid and do not have to be paid back. Under federal law, these funds are considered taxable income. The maximum amount a student may receive is limited to no greater than $1000 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.

Forms to initiate a request for consideration of these funds can be provided by the Office of Student Success the Student Services Coordinator, the Associate Dean of Student Services or the Dean of Student Services.

Faculty Academic Support (recitation) is offered to students to encourage their academic success and aid students in reinforcing 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. For all RN-BSN courses faculty academic support is offered on a one on one basis, as needed.

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 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 the distance education students.

Personal Counseling and Support is offered through the REACH Student Assistance Program. 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 desire one-on-one academic support from a fellow student.

PowerUp 2.0, 3.0, 4.0 — PowerUp 2.0 is a sophomore orientation program designed to help new students increase their study, test taking, and time management skills, as well

as enhance their awareness of support resources at the College. PowerUp 3.0 is designed for junior level students and addresses similar strategies to help third year students achieve success as they transition to higher level nursing coursework. PowerUp 4.0 is offered to seniors in mini-sessions throughout the semester.

Wellness Support Services

A member of the College staff 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 prevention programs for the awareness of sexual misconduct. Please see policy ADM 9.06 on the College website for complete information.

Career Support Services

Career services is offered through the College's dedicated, full-time career counselor. Services include resume preparation, interview practice, volunteer and observation/shadowing experiences and support in the job search process. The Career Counselor prepares and advises students on a range of career-related topics including goal setting, job offer negotiation and career discernment. The Career Counselor also advocates for students with healthcare employers and guides students through the application process and job interview.

For the pre-licensure students, offerings each semester include one-on-one meetings offered in person or via phone (drop in or by appointment), class presentations, and career education workshops entitled: Resume & Job Search Workshop; Mock Interviews; Student Job Fair and Senior Interview Event (held in collaboration with the Bon Secours Mercy Health Talent Acquisition staff. Annually, a Summer Externship Workshop is also held. Events are promoted via class presentations, email, faculty announcements and posters.

Post-licensure students are invited to contact career services for one-on-one appointments, phone consultations and email support. On-line resources include resume and cover letter samples, interview videos, and "how to" resources for conducting a job search.

Students typically self-refer to Career Services or are recommended to the office by faculty. Approximately 90% of BSMCON students interact with the career services office over the course of their program, above the national average of 51% (American Association of Colleges & Universities, March, 2017).

The Career Counselor collects placement data and reports this data to the appropriate agencies.

The College does not guarantee employment upon completion of the BSN or RN-BSN program.

Clinical Simulation and Learning Center

The Clinical Simulation and Learning Center (CSLC) is a high-tech simulation lab to aid students in improving their technical, cognitive, and interpersonal skills. In addition to regularly scheduled lab classes or simulations, students are encouraged to utilize the CSLC to improve or remediate their nursing skills. The CSLC has open hours for independent practice. Lab hours are posted on the bulletin board beside each lab. Individual assistance is available by appointment with the CSLC faculty or the clinical instructor. The Clinical Simulation and Learning Center will be kept locked in the absence of the Clinical Simulation and Learning Center faculty or an instructor.

Guidelines for Responsible Use of the Clinical Simulation and Learning Center (CSLC)

- 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 CSLC

- Ink pens are not allowed in the CSLC. 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 CSLC 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 CSLC 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 CSLC independently

Equipment Use

- Students are not to practice on the electronic-equipped mannequins without the assistance of the CSLC faculty or designee.

- 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

Personal Computer Requirements

These requirements define the minimum computing platform necessary for use during enrollment at the college. The requirements also define the hardware, software, and operating system configurations that will allow a student to successfully complete their course requirements. The requirements are updated annually and posted on the College's web site, www.bsmcon.edu.

Students are recommended to purchase a printer for their use as there are limited printers available on campus.

Backups and External Drive Requirement

Students are expected to back-up their data on a continual basis. It is the student's responsibility to maintain the integrity of their data to prevent academic penalties. The College encourages the use of Web based options available through the Microsoft 365 offering. The use of external storage devices (thumb drives) on Bon Secours hardware is prohibited due to security precautions.

Technology Requirements for Bon Secours Memorial College of Nursing

Please note that any system older than two years may not have the processing power to work with our current version of Blackboard and its components, so please be sure to reference the recommended configuration below to ensure your system is current.

Required PC Hardware Configuration	Required Mac Hardware Configuration
Operating System: Windows 10	Operating System: OSX 10.12 or lower
Intel Core 2 Duo or faster (2.33 GHz)	Intel Core 2 Duo or faster (2.33 GHz)
8 gigabytes (GB) RAM (64-bit) or higher	8 gigabytes (GB) RAM (64-bit) or higher
Intel Series 3000 graphics card or better	Intel Series 3000 graphics card or better
20 gigabytes (GB) or higher free disk space	20 gigabytes (GB) or higher free disk space
1024 x 768 monitor resolution or higher	1024 x 768 monitor resolution or higher
High-speed internet connection; 4mbps or higher	High-speed internet connection; 4mbps or higher
Microphone, speakers, headset, webcam	Microphone, speakers, headset, webcam
Browsers — Chome* (49+), Edge* (20+), Firefox (48+)	Browsers — Chrome* (56+), Edge* (30+), Firefox (50+), Safari (11+)

Requirements for Post-Licensure (RN–BSN)*	Requirements for Pre-Licensure (BSN)
Access to a computer (desktop or laptop)	Access to a laptop computer for in and out of class use
Regular, reliable access to a stable internet connection	Regular, reliable access to a stable internet connection
PERRLA**	PERRLA** (optional, but recommended at this time)
vSIM for Nursing Health Assessment	ATI Nursing Education
Current anti-virus/malware protection software	Current anti-virus/malware protection software
Microsoft Office 2010 or higher	Microsoft Office 2010 or higher
Java	Java
Acrobat Reader version 10.0 or higher	Acrobat Reader version 10.0 or higher
Adobe Flash Player	Adobe Flash Player
QuickTime version 7 or higher	QuickTime version 7 or higher
Windows Media Player series 9 or higher	Windows Media Player version 9 or higher
Silverlight © 3.x or higher plugin	Silverlight© 3.x or higher plugin
	Examsoft

Students who do not possess these computer requirements are not eligible to register for courses.

**PERRLA for Word and PERRLA Online are now a bundled package when you purchase from the PERRLA website. At this time, we recommend using PERRLA Online as your primary APA assistance program due to compatibility issues with PERRLA for Word explained below:*

PERRLA for Word — Mac System Requirements:
Operating System: Mac OS X v10.10 or later
Word Processing Program: Microsoft Word for Mac — 2011 or 2016 versions

PERRLA for Word — Windows System Requirements:
Operating System: Windows XP, Windows Vista, Windows 7, Windows 8, or Windows 10.
Word Processing Program: Microsoft Word 2000 or newer (but not the free "Starter Edition")

Peer-to-Peer File Sharing Policy

It is the College's intent to maintain the integrity of its systems in compliance with Bon Secours Health System Information Services policies and is committed to preventing, in so far as practicable, the misuse of the College's systems, including the unauthorized distribution of copyrighted material by users of its systems, without unduly interfering with educational and research use. This policy (ADM 10.02) does not ban legal peer-to-peer file sharing through use of the College's systems, and the College will continue to support technologies that facilitate legitimate information dissemination and academic collaboration.

Definitions

College Computer — Any computer that is owned, leased, or rented by Bon Secours Health System whether such computer is located on or off College premises.

College Network — Any part of the College's data, voice, or video network physically located on any College owned, leased, or rented property or located on the property of any third party with the permission of that party. This includes devices on such network assigned and routable and non-routable IP addresses and applies to the College's wireless network.

Digital Millennium Copyright Act (DMCA) — A federal law passed in 1998 that revised copyright law for the digital environment to, among other things, define how alleged copyright infringements are to be handled.

Peer-to-Peer (P2P) — A network environment where participants share their resources (such as files, disk storage, or processing power) directly with their peers without having to go through an intermediary network host or server.

Peer-to-Peer File Sharing Applications — Programs or services that use P2P technology to share music, movies, software, or other digitally stored files.

Prohibited Activity

It is a violation of this 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 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; or

- 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.

Disclosure

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

Enforcement

The College's systems are not to be used for any illegal purpose including, but not limited to, illegal file sharing. To preserve system security and reliability, the College reserves the right in all instances, and upon its reasonable suspicion, to block access from and to its systems and/or to disconnect from its systems any user who can be traced to illegal activities, including illegal P2P file sharing. An infringing user shall bear legal and financial responsibility for events or activities resulting from, or associated with, the misuse of P2P applications and any other illegal activity conducted using the College's systems.

In addition to barring access to the College's systems, any users who violate this policy may also be subject to other appropriate discipline, up to, and including, termination of employment and/or expulsion. No final adverse action may be taken, however, with respect to any employee or student of the College unless such employee or student is afforded a meaningful opportunity to contest the adverse action. Disciplinary proceedings involving students alleged to have violated this policy shall be conducted in accordance with those procedures specified in the College Catalog. Disciplinary proceedings involving employees alleged to have violated this policy shall be conducted in accordance with Bon Secours Human Resources policies.

In addition to the above actions, the authorized acquisition or distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject culpable individuals to civil and criminal liabilities. To the extent required by federal or state law, or when the College otherwise deems it to be in its best interest, the College will report certain illegal activities to designated law enforcement agencies without prior warning or notice to the infringing user.

The Learning Commons & Library

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.

Library Use

The College Library serves the overall healthcare 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 resources of the library.

- The College Library is housed within the Learning Commons. Library hours are posted in the Library and on the College website.

- The Honor Code prevails in the College Library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords are considered abuse of library policy and may constitute violations of the College code of conduct (Student Rights and Responsibilities) and the Honor Code. Failure to follow appropriate procedure and adhere to Library timelines for book checkout and return may result in disciplinary action.

- A quiet atmosphere is expected at all times in the library. Groups may not use the common areas of the library 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.

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

- Books and DVDs may be borrowed for a two-week period. The process for checking out materials is noted near the entrance to the Library. Most items are renewable for an additional two weeks.

- A maximum of three items may be borrowed at one time from the library.

- Items borrowed from the College Library should be returned to the book deposit box in the library.

- Items damaged beyond reasonable wear or not returned in a timely fashion are charged to the responsible borrower and remain the property of the College 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. Diplomas may be withheld if items are not returned.

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

- Copyright Notice is plainly visible at the library copier, and on the Library's page both on the College website. Refer to the ADM 7.01 policy for further guidance on copyright issues.

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

Student Organizations

A student organization seeking recognition must be non-discriminatory and must adhere to the values and mission of Bon Secours Memorial College of Nursing. Evaluation and approval for new student organizations include review of several factors, including but not limited to, the number of similar organizations, interest and sustainability, use of campus/college resources, appropriateness and cultural fit. Procedures to establish a student organization can be found on the student portal and the faculty portal.

Role of Faculty Advisor in Student Organizations

Faculty/staff members are selected to serve as advisors to student organizations and to serve as liaisons between the Faculty Organization, the College administration and the student groups. The advisors provide guidance and help officers interpret their roles and responsibilities. For a complete list these responsibilities, refer to policy ADM 1.10,

Alpha Phi Omega — National Service Fraternity

Alpha Phi Omega (APO) is a co-educational national service fraternity founded on the principles of leadership, friendship and service. The mission of APO is to prepare campus and community leaders through service. APO has 360 active chapters on college campuses across the country, with an active membership of more than 24,000 students. The College of Nursing established a formal charter in Spring 2019. Interested students can contact Julie Marsh, advisory chair, at julie_marsh@bshsi.org.

Student Government Organization

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

- 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 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

The Student Government Organization (SGO) is the student organization whose membership is made up of all Bon Secours Memorial College of Nursing students and serves as an umbrella organization to provide guidance and support to other student activities and groups. The SGO fosters student engagement with the campus community by creating a venue to share feedback and new ideas. All members are encouraged to attend regular general body meetings. Being an Officer or a Chair for the SGO affords students the opportunity to develop a sense of responsibility and leadership on campus. The SGO promotes engagement, cooperation, self-discipline, and shared governance across the BSMCON campus while upholding the highest standards of personal and professional conduct. For more information about the SGO please visit the SGO course in Blackboard or visit https://www.bsmcon.edu/student-organizations.

Bon Secours Memorial College of Nursing — Student Nurses Association (BSMCON-SNA)

BSMCON-SNA is an officially recognized student chapter of the National Student Nurses Association (NSNA). The student chapter was created with a three-fold purpose:

- to assume responsibility for contributing to nursing education in order to provide the highest quality of health care

- to provide programs representative of fundamental interests and concerns to nursing students

- to aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

BSMCON-SNA intends to fulfill the purpose of the organization by focusing on three goals: building a professional identity in our nursing students, promoting nursing as a profession, and service. Benefits to students include journal subscription, leadership opportunities, scholarships, discounts and more. Interested students must first join at the national level and pay dues of $15/academic year.

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 snabsmcon@gmail.com or visit www.nsna.org.

Nursing Honor Society

The Nursing Honor Society celebrates excellence and scholarship in nursing. Membership is by invitation only to graduating seniors in the baccalaureate nursing program who achieve a minimum 3.00 GPA and rank in the top 35 percent of their graduating class. Induction ceremonies are held twice a year, in May and December.

Professional Organization

National League of Nursing
2600 Virginia Avenue, NW, Eighth floor
Washington, DC 20037
Phone: 800-669-1656

Service Opportunities

Global Outreach

BSMCON currently offers students three opportunities to serve vulnerable populations in an immersion experience outside of the classroom:

- **Haiti Outreach** offers general primary care and education regarding safety and nutrition to families in rural areas of Haiti. This service trip is offered each year during spring break.

- **Peru Outreach** is held at the Clinica MADRE De Cristo in Trujillo, Peru. This outreach opportunity is focused on maternal and child health, and, when offered also takes place during spring break.

- **RAM (Remote Area Medical)** provides a stateside immersion experience to our students. RAM operates mobile clinics all over the United States and Internationally with a focus on taking health care to areas that are in the greatest need. The College participates in a weekend long experience in Wise and Grundy, Va. when available.

- **Alternative Spring Break** is a program offered to all students — BSN, RN-BSN and School of Medical Imaging (SOMI) — during spring break with the goals of building community, building student engagement, helping the local community, and putting the values and mission of Bon Secours into action.

  - This opportunity allows students and student leaders to participate with several Richmond-area organizations over the spring break week, each serving a different need.

  - Information regarding applications and acceptance into these programs are communicated to students during the academic year via Blackboard.

- **The Tangier Island Experience** allows the student the opportunity to spend three days learning about life and health care on this three-mile island located in the Chesapeake Bay with a population of just under 600 residents. Students will learn about the lifestyle of the 'watermen,' interact with residents at the island clinic and in Wednesday evening services, as well as explore the culture of this unique island and its rich history. Students will learn about health care on the island and how it has evolved over the past few decades.

- **Mountain Mission School (MMS)** serves as home, church and school to more than 200 children in need, coming to us not only from Appalachia, but also from more than 60 countries worldwide. MMS provides each child with the foundation of first-rate academics, a loving family environment, positive social support, and a firm commitment to the gospel of Jesus Christ. Students have the opportunity to interact with faculty and students while participating and leading in a variety of activities.

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APPENDICES

Academic Terms and Definitions

The College subscribes to the following definitions in its policies.

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 academic year is defined as two standard terms (Fall, Spring) of 15 weeks plus a final examination week. A Summer term, if offered, is defined as 10 weeks inclusive of the final examination period.

Course Withdrawal:

- **Voluntary Withdrawal:** A student who informs the College of their withdrawal from course(s) or the College is considered to have voluntarily withdrawn.. The student provides notice of withdrawal by completing either in writing or electronically, a Withdrawal form or a Standard Period of Non Enrollment or Permanent Resignation from the College form and submits it to the Registrar's Office.

- **Administrative Withdrawal:** An administratively withdrawn student is one who has stopped performing academically related activities such as course attendance; or completion and submission of a course assignment, exam, tutorial, clinical experience, skills lab or simulation experience.

Credit/Credit Hour:

The number of credits awarded for a given course is determined by the number of lecture, lab, and/or clinical hours spent in class.

The following formula is used to calculate credit hours: One semester credit is equal to:

- One hour of lecture per week for a semester or the equivalent number of hours.

- Two hours of lab per week for a semester or the equivalent number of hours.

- Three hours of clinical per week for a semester or the equivalent number of hours.

Credit Conversion:

Credits considered for transfer that are reported in quarter hours, are multiplied by two-thirds (.67) to equal semester hours.

Determined Date of Withdrawal (Date of determination):

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, either voluntarily or administratively. For voluntary drops/withdrawals from a course or resignation from the College, the DOD is defined as the date the College receives written or electronic (via Campus Nexus) notification from the student, such as adding or dropping a course during the official add/drop period as defined in the Academic Calendar, or submission of forms such as the Add/Drop/Withdrawal from a Standard Period of Non Enrollment or Permanent Resignation from the College.

For administrative 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 in a course, such as attendance in the course; or completion and submission of a course assignment, exam, tutorial, clinical experience, skills lab or simulation experience.

Resignation Date:

(34 C.F.R. § 668.22(e-C.F.R. as of May 8, 2018))

- The resignation date is 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 1) the circumstances beyond the student's control; or 2) the midpoint of the semester; or, 3) 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 earlier of 1) the payment period or period of enrollment; or, 2) the academic year, or the educational program.

- Standard Period of Non Enrollment (SPN): A student or College initiated SPN, 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.

Student Grievance Policy Flowchart (POLICY ADM 1.06)

Purpose

The appeals policy described here is applicable to academic and non-academic student grievances. For more details please visit the full student policy.

ACADEMIC

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.

An academic grievance must be initiated at the end of the semester no later than 2 business days after the day final grades are due to be posted as published in the academic calendar.

NON-ACADEMIC

A formal process through which a student or student group can appeal a non-academic decision made by college personnel that negatively affects a student/student group's standing with the college. A non-academic grievance must be initiated no later than 10 business days from the time the student identifies as becoming aware of the issue.

LEVEL I

- The student must provide a formal letter/email of explanation to the instructor, non-instructional party, and/or office whose actions are being grieved and to the program coordinator/supervisor of that person or office.

- The instructor/non-instructional party has a maximum of 10 business days to schedule a meeting with the student.

- The instructor/non-instructional party has 5 business days after the meeting to provide a letter outlining the decision of that meeting to the student and to the Dean of Student Services.

LEVEL II

- The student may file a written appeal of the Level I grievance decision with the college personnel's administrative supervisor no later than 5 business days after receipt of the written decision from the Level I meeting.

- The administrative supervisor has 10 business days after receipt of the written grievance in which to fully investigate the matter and schedule a meeting with both parties.

- The administrative supervisor has 10 business days after the completion of the meeting to prepare a report of the disposition of the matter providing copies to both parties and to the Dean of Student Services with a copy of the official grievance letter Level I and Level II.

LEVEL III

- The student may file a written appeal of the Level II grievance decision with the appropriate Administrative Cabinet member no later than 5 business days after receipt of the written decision from the Level II meeting.

- The Administrative Cabinet member must set a date for a hearing for all parties involved within 10 business days after receipt of the appeal. The hearing should occur no later than 30 business days after the receipt of the appeal unless reasonable circumstances prevent this.

- The appeal will be heard by the Student Grievance Committee and either or both parties may bring an attorney as counsel and/or persons to testify on their behalf in accordance with policy guidelines.

- The Student Grievance Committee shall determine the outcome of the meeting by a majority vote. Within 10 business days after the meeting, the Administrative Cabinet member will send copies of a report of the disposition of the matter to both parties and to the Student Services Coordinator with a copy of the official grievance letters Level I, Level II, and Level III. This decision is final.

Academic Status and Satisfactory Academic Progress

Your Academic Status and your Financial Aid Eligibility is determined by your Satisfactory Academic Progress (SAP). Your SAP is determined at the end of every semester against three criteria. Failing to meet any of these can affect your Academic Status and/or Financial Aid Eligibility.

1 CUMULATIVE GPA

In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA of 2.0.

2 PERCENTAGE OF ATTEMPTED COURSES COMPLETED

Students must complete at least two-thirds (67 percent) of all attempted credits, including transfer credits. (cumulative)

3 MAXIMUM CREDITS FOR PROGRAM COMPLETION*

Students may not exceed 150 percent of the credits necessary for degree (for 120 credits that would be 180 credits).

ACADEMIC WARNING ➡ **FINANCIAL AID WARNING STATUS**

Students who do not meet GPA requirements or who do not complete a high enough percentage of attempted credits (cumulative) are placed on Academic Warning for a period not to exceed one semester.

Students on Academic Warning receiving financial aid will be automatically placed in a Financial Aid Warning Status for one semester. Students who fail to meet SAP requirements at the end of that semester will be placed on Financial Aid Termination. However, with a successful Financial Aid SAP Appeal, students may be placed on Financial Aid Probation and still be financial aid eligible.

ACADEMIC PROBATION ➡ **FINANCIAL AID PROBATION**

Students who fail to meet SAP requirements at the end of the warning period are placed on Academic Probation for a period not to exceed one semester. Students on Academic Probation are not eligible for financial aid unless a Financial Aid SAP Appeal has been approved.

Students who have successfully appealed the loss of their financial aid will be placed on Financial Aid Probation. Students on Financial Aid Probation are eligible for financial aid for one semester, after which they must be meeting all of the SAP requirements or the requirements of an academic success plan that was pre-approved by the Office of Student Success.

DISMISSAL ➡ **FINANCIAL AID TERMINATION**

Students who fail to return to good standing at the end of the probation period are academically dismissed, and are resigned from the college. Students are notified in writing by the Office of the Registrar when there is any change in academic status.

Students on Academic Warning or Academic Probation are strongly encouraged to contact the Office of Student Success to develop an Academic Plan for Success.

Students have the right to appeal academic and administrative decisions, per policy guidelines.

Students who choose not to submit a Financial Aid Appeal after receiving an Academic Warning or who do not meet SAP requirements after being placed on Financial Aid Probation for one semester or completion of their "Academic Plan for Success" are no longer eligible for financial aid until SAP requirements are met.

*Students who reach the maximum credits for program completion are placed on Financial Aid Termination and may not appeal this status.

The Financial Aid Appeal should include a personal statement, supporting documentation describing the mitigating circumstances that prevented the student from meeting SAP requirements that the student feels deserves further consideration, and a signed Academic Plan for Success. The Financial Aid Appeal should be submitted in writing to the Director of Financial Aid within ten business days from the receipt date of the original request.

Students must meet with the Office of Student Success to develop an Academic Plan for Success. It is the student's responsibility to initiate contact with the Office of Student Success. Failure to submit an Academic Plan for Success will result in the student not being eligible for financial aid until SAP requirements are met. The student may not appeal this decision.

For full information regarding academic status, satisfactory academic progress and financial aid eligibility, please refer to the full College Policy-ADM 2.06 Academic Status and Satisfactory Academic Progress- found on the College website.

Powers, Duties, and Responsibilities

1. The Governing Board or Owners of the School

The Bon Secours Richmond Health System (BSRHS) Board is a combined board that governs and has oversight for the activities of BSRHS, as well as its five acute care hospitals, ambulatory facilities and Bon Secours Richmond Medical Group. The College of Nursing is a division of Bon Secours — Memorial Regional Medical Center, which is one of the hospitals in the Richmond Health System. BSRHS Board bylaws are maintained by the Office of Administration for BSRHS and a copy may be available upon request.

CEO — Leigh Sewell

2019 Bon Secours Richmond Board of Directors

Jeff A. Brown, MD	Laura Ellison	Linda Rigsby
Stuart A. Bunting	Chris Hairston-White	Pamela Royal, MD
Chandrashekar D. Challa	Birdie H. Jamison	Sr. Victoria Segura, MD, CBS
Elizabeth H. Crowther	Joyce C. Lanier	Shannon E. Sinclair
John Daniel, III, MD	Sr. Anne Marie Mack, CBS	Jane G. Watkins (Chair)

2. The Chief Operating Officer, President, or Director at that Branch in Virginia

Leigh Sewell is the Chief Executive Officer (CEO) of Bon Secours Memorial Regional Medical Center (MRMC)

As stated above, the College of Nursing is a division of MRMC and the Vice President and Provost of the College reports directly to the CEO of MRMC. The CEO is responsible for the strategic leadership and operational oversight of Memorial Regional Medical Center, Richmond Community Hospital, and Bon Secours Memorial College of Nursing in accordance with policies, goals and objectives established by the Bon Secours Richmond Chief Executive Officer. Working closely with the Bon Secours Richmond Market President, Medical staff, the Bon Secours Health System Office staff, and leadership, the CEO leads in the development and implementation of the strategic quality plan to achieve the mission, vision and goals of Bon Secours Health System, Inc. The CEO is responsible for setting and driving strategies to drive engagement among employees, patients, and physicians and coordination of those activities across Bon Secours.

3. The Principal Administrators and Their Credentials at that Branch in Virginia

Vice President and Provost: Dr. Melanie Green

The Vice President and Provost (VP) has overall executive and strategic responsibilities for all aspects of the College of Nursing, and serves as the Chief Academic and Administrative Officer. The VP will set the standard of intellectual engagement and accomplishment for the College in alignment with the mission and values of Bon Secours Mercy Health in collaboration with Bon Secours Richmond Health System and the College administration leadership..

The VP will provide strategic vision and operational leadership to all aspects of the academic and scholarly program, creating an environment and community that supports the College's faculty and its students. The VP will provide the leadership to assure that the College continues to serve its students with academic programs of the highest quality and effectiveness. The VP will be the College's public voice, and articulate the College's contributions in local, state, regional, and national arenas of nursing, health care, and health policy. In pursuing these responsibilities, the VP will work collaboratively with the BSHSI senior management throughout the system.

Serving as Vice President and Provost for the College, Dr. Green has more than 26 years in higher education as both a faculty member and administrator. Dr. Green became a registered nurse in 1983, and she holds the following academic degrees: Bachelor of Science in nursing, Master's in Nursing and Doctor of Philosophy in educational leadership and research, with a focus on higher education administration. Prior to her role as the Provost of BSMCON, Dr. Green served as Dean of Nursing for a private Catholic college in Louisiana, which had programs in nursing from the associate to master's degree levels. She is a member of the American Nurses' Association, National League for Nursing, American Educational Research Association and is the past president of the Louisiana League for Nursing.

Dean of Nursing: Dr. Barbara Sorbello

The Dean of Nursing assumes authority and responsibility for the overall administration and operation of the nursing programs of the College in order to achieve its mission, goals and expected program outcomes.

Dr. Barbara Sorbello is a registered nurse with an unencumbered license to practice nursing in the Commonwealth of Virginia. She has both masters and doctoral degrees in nursing. She is experientially and academically qualified to assume the administrative authority of both programs in nursing in accomplishing its mission, goals and expected program outcomes. Dr. Sorbello is a leader with almost 30 years of work in progressively more responsible administrative roles.

Her knowledge of nursing practice and quality evidence-based patient care has been acquired over several years of experience in leading clinical departments, professional development and serving as a Magnet Program Director in the hospital setting. She has experience in strategic planning, human resource management, program development and project management. Her current experience in clinical leadership and understanding of the present-day expectations of and challenges for practicing registered nurses informs the nursing program at BSMCON. Dr. Sorbello has also served in adjunct and full time academic roles, including co-leading a Clinical Nurse Leader graduate program track in Florida prior to her relocation to Virginia.

Dr. Sorbello's continuing education and professional development maintains her American Nurses Credentialing Center (ANCC) national certifications in Medical Surgical Nursing and Nurse Executive, Advanced. Dr. Sorbello has advanced her development as a Dean of Nursing through attending AACN Organizational Leadership Network sessions held in conjunction with the AACN fall and spring meetings, and has attended the AACN Leadership for Academic Nursing Programs (LANP) in 2014–2015, and the AACN Wharton Executive Leadership Program in 2015.

Dean of Student Services: Ms. Leslie Winston

The Dean of Student Services is directly responsible to the Vice President and Provost of the College for strategic leadership and administration of student support resources, programs, organizations, services and staff, with particular focus on ensuring a student centered environment. Areas of direct responsibility include the College Library, Admissions, Marketing, Student Success, Career Services, Disability Services and the Registrar.

Leslie Winston, Dean of Student Services, oversees all aspects of the Department of Student Services, which includes admissions, marketing, academic support, registrar, disability services, career services, the library, and general student affairs. As a member of the Provost's Administrative Cabinet and the College Leadership Team, she contributes to the College's strategic direction regarding growth, reputation and current affairs, while strengthening relationships with students, alumni and community leaders.

Ms. Winston has a career that spans more than 25 years in higher education, serving in both public and private sectors and includes all levels of education from undergraduate to doctoral. During her tenure at BSMCON, Ms. Winston has developed a comprehensive student support system that cultivates a student-centered approach for learning, bolsters student welfare, provides advocacy and holistically supports the student life cycle.

Prior to joining Bon Secours, Ms. Winston held a variety of leadership positions at Virginia Commonwealth University (VCU). Ms. Winston earned a Master of Education in Adult Education and a Bachelor of Science in Psychology from VCU.

Dean of Administration: Dr. Benjamin Djeukeng

The Dean of Administration is the chief administrative officer of the College. He is directly responsible to the Vice President and Provost of the College for the areas of accreditation and regulatory compliance, institutional effectiveness, safety, and physical plant operation. The Dean of Administration shall appropriately represent the College in relationships with accrediting, governmental, educational, and professional organizations of importance to the College and will ensure compliance with federal, state, and local laws and regulations governing higher education. He shall also oversee the development, implementation, and monitoring of a planning and institutional effectiveness program at the College, inclusive of responsibility for data management oversight in order to facilitate the integrity of evidence-based decision making and institutional reporting. Lastly, he shall be responsible for the safe, effective, and efficient operation of College buildings and infrastructure.

Dr. Djeukeng joined BSMCON in March 2013. In his extensive career in higher education, he has served three different institutions in various capacities, including application development, institutional research, assessment, and institutional effectiveness (IE). Dr. Djeukeng has served as IE consultant for many higher education institutions and has presented at the Association for Institutional Research (AIR) and the Assessment Institute of Indianapolis. He earned a bachelor's degree in business administration and computer information systems from Lindsey Wilson College. He then obtained a master's degree in management information systems from Nova Southeastern University and a doctorate in educational policy, planning, and leadership — higher education administration from The College of William and Mary.

Dean of Finance: Ms. Amy Pozza

The Dean of Finance is the chief fiscal officer of the College. She is directly responsible to the Vice President and Provost for the areas of financial/business affairs, student accounts and financial aid. The Office of Financial Aid, senior staff accountant, and bursar report to Ms. Pozza.

Ms. Pozza has worked with Bon Secours for 14 years and has served in a wide range of financial and compliance roles at both the corporate and local system levels. Ms. Pozza has a Bachelor of Science from Virginia Commonwealth University.

Dean of Clinical Simulation and Learning Center: Ms. Holly Pugh

The Dean of the Clinical Simulation and Learning Center is directly responsible to the Vice President and Provost of the College for strategic leadership and administration of simulation resources, programs, services and staff, with particular focus on providing educationally sound, realistic simulation experiences to Bon Secours students, employees, and community stakeholders. Areas of direct responsibility include the Clinical Simulation and Learning Center and the Certification Training Center.

Holly Pugh received her Associate of Science in Nursing from Reynolds Community College in 1986, a Bachelor of Science in Nursing from Virginia Commonwealth University (VCU) in 1993 and a Master of Science in Health Administration from VCU in 2007. She was a principal contributor to the 2010 Health Resources and Service Administration (HRSA) grant that funded the equipment purchase for the current Clinical Simulation and Learning Center. She has continued to further her knowledge base in simulation with a variety of simulation-based professional development activities, including her participation in the 2014 National League of Nursing's Simulation Leadership program, a yearlong immersive program in simulation leadership developed and led by some of the leading national experts in simulation. She also serves on the board of the Virginia State Simulation Alliance as VP of Finance.

4. The Students, if Students Participate in School Governance

Faculty, students, staff and administrators are chosen to serve on college committees in order to promote the sharing of ideas and opinions from a variety of perspectives. Through such a shared governance model, members of the college community, including students, participate in collaborative decision-making and building consensus for positive change within the institution. There is student representation in the membership for the following college committees: Education Technology, Student Affairs, and Curriculum. The Student Government Organization is the formal organization of the students and is designed to provide students with an active voice in the life of the College community.

Administrative Offices

Office of the Dean, Administration

Benjamin Djeukeng, Dean

The Office of Administration provides oversight in areas of accreditation and regulatory compliance, institutional effectiveness, safety, and physical plant operation. It is the College's point of contact in relationships with accrediting, regulatory, governmental, educational, and professional organizations of importance to the College. The Office of Administration also oversees the development, implementation, and monitoring of a planning and institutional effectiveness program at the College as well as the safe, effective, and efficient operation of College facilities.

Office of the Dean, Student Services

Leslie Winston, Dean

This office provides oversight for support services and resources for student success. Students with questions regarding the following areas: academic support, career counseling, disability services, student conduct, non-academic grievances, graduation, student organizations, and student welfare, fall under this office.

Office of Enrollment Services

Carrie Newcomb, Associate Dean

Enrollment Services strategically works to attract, enroll, and retain high quality students who share the calling the serve, those who consider caring to be a calling and a ministry inclusive of all people. The office is comprised of three departments: Admissions, Marketing and the Registrar.

Office of Finance

Amy Pozza, Dean

The Office of Finance consists of the areas of financial/business affairs, student accounts and financial aid. The Office of Financial Aid, senior staff accountant, and the College bursar comprise this office.

Office of Student Success

Lydia (Dia) Lisner, Director of Student Success

The mission of the Office of Student Success is to provide academic support, connect students with resources, help meet students' educational goals, and encourage academic achievement and excellence. This office offers support with: academic advising, academic counseling, career counseling, disability referral and accommodations, and free peer tutoring.

The Library and Learning Commons

Tina Metzger, Librarian

The College Library is located within the Learning Commons. It serves the overall health care information needs of our students, faculty, and staff, and supports the curriculum objectives of the College. Information resources available using the College Library are plentiful, whether on campus, a hospital, or home.

Personnel
Administration & Staff

ARCIBAL, MELANIE
Sr. Accountant
Degree and Institution:
BS, University of Perpetual Help System Laguna

CRIST, JARED
Student Services Coordinator
Degree and Institution:
MEd, Virginia Commonwealth University

DANIEL, ANDRENETTA
Receptionist
Degree and Institution:
AS, Averett University

DJEUKENG, BENJAMIN
Dean of Administration
Degree and Institution:
PhD, The College of William and Mary

EDWARDS, MICHAEL
Certification Instructor

FAULK, RANDY
Building Coordinator

FAZEL, ARIF
Success Advisor
Degree and Institution:
MS, Florida State University

FLORIAN, KELLEY A.
Director of Financial Aid
Degree and Institution:
BA, Liberty University

FORD, BETH
Admissions Assistant

GAULT, PEGGY C.
Executive Assistant

GOINS, JENNIFER
Sr. Development Officer
Degree and Institution:
MA, Miami University

GRACE, KATHERINE
Office Coordinator
Degree and Institution:
BGS, Virginia Commonwealth University

GREEN, MELANIE
Vice President, Provost
Degree and Institution:
PhD, Louisiana State University

GREGORY, LISA
Financial Aid Specialist

GURUNG, BINESH
Simulation Technician Specialist
Degree and Institution:
BS, ECPI University

HATFIELD, WILLIAM, JR.,
Director, College Business/Technology Services

HICKS, WILLARD
Certification Instructor

HINTON, PAMELA
Receptionist
Degree and Institution:
AS, ECPI University

IMLER, ELIA C.
Marketing Manager
Degree and Institution:
MS, Ithaca College

INGERSOLL, KATHY
Certification Coordinator
Degree and Institution:
MSN, Western Governors University

JACKSON, LINDA
Administrative Secretary
Degree and Institution:
AA, Reynolds Community College

KING, HARRIS
Bursar
Degree and Institution:
BS, Virginia Commonwealth University

KOST, NICHOLAS
Manager, College Information Systems and Technology
Degree and Institution:
BA, St. Leo University

LEE, SUNJUNG
IT Support Technician
Degree and Institution:
MS, Texas A&M University

LISNER, LYDIA (DIA)
Director of Student Success
Degree and Institution:
BA, University of Richmond

MARSH, JULIE
Coordinator for Distance Education and Instructional Design
Degree and Institution:
MEd, University of Richmond

MELLOTT, KAREN
Assistant Dean for Scholarship of Discovery and Dissemination, Associate Professor
Degree and Institution:
PhD, Virginia Commonwealth University

METZGER, TINA
Librarian
Degree and Institution:
MSIS, University of Tennessee, Knoxville

NEWCOMB, CARRIE
Associate Dean of Student Services
Degree and Institution:
MEd, Virginia Commonwealth University

PERKINS, CHRIS-TENNA
Associate Dean of Nursing, Professor
Degree and Institution:
PhD, University of Northern Colorado

PETERSON, ALLISON
Career Counselor
Degree and Institution:
MS Ed, St. Joseph's College

POZZA, AMY
Dean of Finance
Degree and Institution:
BS, Virginia Commonwealth University

PUGH, HOLLY L.
Dean of Clinical Simulation and Learning Center
Degree and Institution:
MSHA, Virginia Commonwealth University

ROBERSON, PATRICIA
Administrative Secretary

ROBERTS, BECKY
Nursing Operations Coordinator
Degree and Institution:
MHA, Capella University

RUNNE, JACQUELINE
Financial Aid Counselor
Degree and Institution:
BA, University of Vermont

RUPPERT, SHAWN M.
Registrar Specialist
Degree and Institution:
BA, James Madison University

SACKENREUTER, ALLAN
Technical Coordinator
Degree and Institution:
BS, Fort Valley State University

SANCHEZ, TATE
Success Advisor
Degree and Institution:
BFA, Virginia Commonwealth University

SORBELLO, BARBARA
Dean of Nursing, Professor
Degree and Institution:
PhD, Florida Atlantic University

STUBBLEFIELD, ERICA
Success Advisor

Degree and Institution:
MEd, Virginia Commonwealth University

TERRELL, INGRID
Marketing Assistant

Degree and Institution:
BA, City College of the City University of New York

VASQUEZ, MARIA
Admissions and Recruitment Specialist

Degree and Institution:
BS, Liberty University

WINSTON, LESLIE
Dean of Student Services

Degree and Institution:
MEd, Virginia Commonwealth University

WOYCHAK, CAROL
Admissions and Recruitment Specialist

Degree and Institution:
BS, University of Florida

Faculty

ALLISON, DEANNA
Assistant Professor

Degree and Institution:
MSN, Walden University

Area of Teaching Specialization:
Nursing

BAIRD, BRIAN
Associate Professor

Degree and Institution:
PharmD, Virginia Commonwealth University

Area of Teaching Specialization:
Pathopharmacology

BROWNIE, KIMBERLY
Assistant Professor

Degree and Institution:
MSN, Walden University

Area of Teaching Specialization:
Nursing

BUCK, LESLIE
Instructor

Degree and Institution:
MSN, Barton College

Area of Teaching Specialization:
Nursing

BUTLER, CARRIE
Assistant Professor

Degree and Institution:
MSN, Virginia Commonwealth University

Area of Teaching Specialization:
Nursing

CAVANNA, ASHLEY
Instructor

Degree and Institution:
MSN, Western Governors University

Area of Teaching Specialization:
Nursing

CHIDLEY, KAITLIN
Instructor

Degree and Institution:
MSN, Walden University

Area of Teaching Specialization:
Nursing

DANIELS, ANGEL
Assistant Professor

Degree and Institution:
DNP, Chamberlain College of Nursing

Area of Teaching Specialization:
Nursing

DIGGES, JEANMARIE
Assistant Professor

Degree and Institution:
MSN, Virginia Commonwealth University

Area of Teaching Specialization:
Nursing

FAW, KATHY
Assistant Professor

Degree and Institution:
MSN, Walden University

Area of Teaching Specialization:
Nursing

FEURER, AMY E.
Pre-Licensure Coordinator, Assistant Professor

Degree and Institution:
MS, Virginia Commonwealth University

Area of Teaching Specialization:
Nursing

GARDNER, TRINA G.
Assistant Professor

Degree and Institution:
MSN, Old Dominion University

Area of Teaching Specialization:
Nursing

GRASS, GERALD
Instructor

Degree and Institution:
MSN, Walden University

Area of Teaching Specialization:
Nursing

HENCE, LESLIE MICHELLE
Instructor

Degree and Institution:
MSN, University of Phoenix

Area of Teaching Specialization:
Nursing

HOLOWAYCHUK, ARLENE S.
Assistant Professor

Degree and Institution:
EdD, Liberty University

Area of Teaching Specialization:
Nursing

IVEY, JAN
Assistant Professor

Degree and Institution:
MSN, University of Alabama at Birmingham

Area of Teaching Specialization:
Nursing

LIVERMAN, WENDI
Assistant Professor

Degree and Institution:
MSN, University of Phoenix

Area of Teaching Specialization:
Nursing

MASSENGILL, SUSAN A.
Assistant Professor

Degree and Institution:
MSN, Liberty University

Area of Teaching Specialization:
Nursing

MELLOTT, KAREN
Assistant Dean of Scholarship, Associate Professor

Degree and Institution:
PhD, Virginia Commonwealth University

Area of Teaching Specialization:
Nursing

MIKELAITES, CATHERINE
Associate Professor

Degree and Institution:
DNP, George Washington University

Area of Teaching Specialization:
Nursing

PEARSON, TAMARAH
Assistant Professor

Degree and Institution:
MSN, Liberty University

Area of Teaching Specialization:
Nursing

PERKINS, CHRIS-TENNA
Associate Dean of Nursing, Professor

Degree and Institution:
PhD, University of Northern Colorado

Area of Teaching Specialization:
Nursing

RATLIFF, LARA
Assistant Professor

Degree and Institution:
MSN, Virginia Commonwealth University

Area of Teaching Specialization:
Nursing

ROBERSON, MELISSA
Assistant Professor

Degree and Institution:
MSN, Liberty University

Area of Teaching Specialization:
Nursing

SANGHA, RANI
Assistant Professor

Degree and Institution:
DNP, Old Dominion University

Area of Teaching Specialization:
Nursing

SCHULTZ, KARYN
Assistant Professor

Degree and Institution:
DNP, American Sentinel University

Area of Teaching Specialization:
Nursing

SMITH, DIANE
Assistant Professor

Degree and Institution:
DNP, Old Dominion University

Area of Teaching Specialization:
Nursing

SNODGRASS, LAURA
Simulation Instructor

Degree and Institution:
MSN/Ed, University of Phoenix

Area of Teaching Specialization:
Simulation

SORBELLO, BARBARA
Dean of Nursing, Professor

Degree and Institution:
PhD, Florida Atlantic University

Area of Teaching Specialization:
Nursing

SWANN, JESSIE
Instructor

Degree and Institution:
MSN, Walden University

Area of Teaching Specialization:
Nursing

TENCH, TERI
Assistant Professor

Degree and Institution:
MSN, Liberty University

Area of Teaching Specialization:
Nursing

TURNER, CHRISTINE K.
Professor

Degree and Institution:
PhD, University of Phoenix

Area of Teaching Specialization:
Nursing

WHELPLEY, ROBIN
Associate Professor

Degree and Institution:
PharmD, Virginia Commonwealth University

Area of Teaching Specialization:
Pathopharmacology

WILLIAMS, MARCELLA
Assistant Professor

Degree and Institution:
DNP, Duquesne University

Area of Teaching Specialization:
Nursing

Notes:

Bon Secours

**Memorial College
of Nursing**

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