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|--------------------------------|----------------------------------------------------------------------------|
| <b>Policy Title</b>            | College Admissions/Readmissions                                            |
| <b>Policy Number:</b>          | ADM 3.11                                                                   |
| <b>Department:</b>             | BSMCON                                                                     |
| <b>Functional Area:</b>        | Dean of Enrollment Management                                              |
| <b>Contributing Department</b> |                                                                            |
| <b>Approved by:</b>            | RHEI Leadership Team                                                       |
| <b>Effective Date:</b>         | 8/1/2024                                                                   |
| <b>Version:</b>                | 1                                                                          |
| <b>Status:</b>                 | Approved                                                                   |
| <b>Manual</b>                  | To be entered by Compliance360 System administrators or N/A if not in C360 |
| <b>Section</b>                 | ADM 3                                                                      |

## I. Mission, Vision and Values

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

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

## II. Policy

College Admissions/Readmissions

## III. Purpose

The purpose of this policy is to provide the requirements for admission/readmission to Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by the Bon Secours Memorial Regional Medical Center.

## IV. Scope

This policy applies to all applicants and students of BSMCON.

## V. Policy Details

To be eligible for admission to the College, the application and all required materials must be received in the Office of Admissions by the deadlines as published on the College web site. Qualified applicants are considered for admission without regard to race, color, religion, age, marital status, national origin,

gender, sexual orientation, military veteran status or disability. Applicants must comply with policy ACA 1.02 - Essential Technical Standards for Nursing Students.

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

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

### **International Applicants**

International students seeking admission to the College must have a visa that allows study in the United States (e.g., Green Card). BSMCON is not a Student and Exchange Visitor Program (SEVP) approved institution.

### **Applicants with Non-U.S. Credentials**

The College requires that any non-U.S. transcript or documentation issued be evaluated formally by a National Association of Credential Evaluation services (NACES) agency. A list of NACES approved international transcript evaluation agencies can be found at [www.naces.org](http://www.naces.org).

### **Readmission**

A student who has officially withdrawn from the College may reapply. Students who reapply must meet College and programmatic requirements established during their absence. Pre-licensure students are not eligible for readmission if they were dismissed. Post-licensure students are eligible for readmission. Pre-licensure and Post-licensure students are not eligible for readmission if they were administratively withdrawn from the program as a result of disciplinary actions. Readmitted students must complete the program within 150% of attempted credit hours.

1. Submit a completed application for admission.
2. Submit a statement (250-500 words) explaining why you want to return to the program and what is different now.
3. Completion of the application form is not a guarantee of readmission.

## **VI. Definitions**

None

## **VII. Attachments**

N/A

## **VIII. Related Policies and Procedures**

ACA 1.02 Essential Technical Standards for Nursing Students  
ACA 2.20 Academic Progression

**IX. Regulatory Notices**

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

**X. Version Control**

| Version | Effective Date | Next Review Date | Description                                              | Supersedes, if applicable | Prepared By                   |
|---------|----------------|------------------|----------------------------------------------------------|---------------------------|-------------------------------|
| 1.0     | 4/13/2020      | N/A              | Revisions and new template                               | N/A                       | Dean of Student Services      |
| 1.1     | 8/1/2023       | N/A              | Revisions and new template                               | 1.0                       | Dean of Student Affairs       |
| 2.0     | 3/5/2024       | 3/5/2027         | Major Revisions                                          | 1.1                       | Dean of Student Affairs       |
| 1       | 3/5/2024       | 3/5/2027         | Version changed – BSMH Template Adopted/Ownership Change | 2.0                       | Dean of Enrollment Management |

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

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.