

Policy Title	Student Technology Requirements
Policy Number:	ADM 10.04
Department:	BSMCON
Functional Area:	IT
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2023
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM z10

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

This policy prescribes the technologies which students are required to have and use for college programs. It explains how students can verify that their hardware and software meet requirements. As hardware and software specifics frequently change, certain details are maintained outside this policy on the College's website.

III. Purpose

To ensure students have the technology capabilities needed to be successful in academic programs.

IV. Scope

All enrolled students.

V. Policy Details

Requirements vary by program and enrollment date. The table below indicates the requirements for varying scenarios.

Program	Student Enrollment Date	Technical Requirements
Pre-Licensure BSN	Enrolled Fall 2023 or Later	Requirement Set C
Pre-Licensure BSN	Enrolled Prior to the Fall 2023 Semester	Requirement Set B
RN-to-BSN	All	Requirement Set B

Requirement set details are reviewed at least annually by the Education Technology Committee and are available on the College's website:

<https://www.bsmcon.edu/technology>

Students may verify that their hardware and software meet requirements by:

- Self-Validation: Determining the specifications of their hardware/software (often available on the manufacturer's website) and comparing those specifications against the College's published requirements.
- Seeking out IT staff on campus and requesting an in-person verification.
- Contacting the Director of IT by email (CollegeITDirector@bshsi.org) and requesting verification.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

None

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 the Bon Secours Memorial Regional Medical Center, LLC, and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	5/11/2020	N/A	Revisions, name change, new template	N/A	Jason Smith
1.1	TBD		Revised with program and enrollment specific requirements	1.0	Jason Smith
1	5/11/2023	5/11/2027	Version Changed – BSMH Template Adopted	1.0	Director of IT

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.